

**County Employees Retirement System Finance Committee  
Special Called Quarterly Meeting  
May 5, 2021, 2:00 p.m. EST  
Live Video Conference/Facebook Live  
AGENDA**

1. Call to Order – William O’Mara
2. Roll Call – Alane Foley
3. Public Comment
4. Election of Vice-Chair\* - William O’Mara
5. Quarterly Financial Reports (YTD Financial Spreadsheet, Contribution Report, Administrative Expenses to Budget) – Rebecca Adkins, Connie Davis
6. Accounts Receivable Reports (Outstanding Invoices, Penalty Waivers) – Rebecca Adkins, Connie Davis
7. External Auditor Selection Update – Rebecca Adkins
8. Hazardous Duty Requests\* - D’Juan Surratt
9. Other Financial Updates – Rebecca Adkins
10. Adjourn

*\*Committee Action May Be Required*

## Combining Statement of Fiduciary Net Position - Pension Funds

As of March 31, 2021 with Comparative Totals as of March 31, 2020 (\$ in Thousands)

As of March 31, 2021 with Comparative Totals as of March 31, 2020 (\$ in thousands)						
ASSETS	CERS		TOTAL		Percentage of Change	Notes
	Non-Hazardous	Hazardous	2021	2020		
CASH AND SHORT-TERM INVESTMENTS						
Cash Deposits	\$723	\$249	\$972	\$1,693	-74.18%	1
Short-term Investments	248,542	92,661	341,203	608,757	-78.41%	2
Total Cash and Short-term Investments	249,265	92,910	342,175	610,450		
RECEIVABLES						
Accounts Receivable	47,384	17,240	64,625	68,812	-6.48%	
Accounts Receivable - Investments	172,694	59,395	232,090	184,668	20.43%	3
Total Receivables	220,079	76,636	296,714	253,480		
INVESTMENTS, AT FAIR VALUE						
Core Fixed Income	1,074,796	370,005	1,444,801	1,086,918	24.77%	4
Public Equities	3,824,684	1,289,292	5,113,976	3,525,335	31.06%	5
Private Equities	671,205	226,581	897,786	854,647	4.81%	
Specialty Credit	1,355,851	463,529	1,819,380	1,417,706	22.08%	6
Derivatives	3,757	1,289	5,046	2,145	57.49%	7
Absolute Return	0	0	0	138,486		8
Real Return	555,687	186,883	742,570	591,625	20.33%	9
Opportunistic	214,570	70,934	285,504	132,046	53.75%	10
Real Estate	333,474	106,706	440,181	431,290	2.02%	
Total Investments, at Fair Value	8,034,024	2,715,219	10,749,243	8,180,198		
Securities Lending Collateral Invested	225,107	76,321	301,428	354,384	-17.57%	11
CAPITAL/INTANGIBLE ASSETS						
Capital Assets	1,701	153	1,854	1,854	0.00%	
Intangible Assets	9,961	827	10,788	10,788	0.00%	
Accumulated Depreciation	(1,701)	(153)	(1,854)	(1,803)	2.77%	
Accumulated Amortization	(9,476)	(807)	(10,283)	(9,697)	5.70%	
Total Capital Assets	485	20	504	1,142		
Total Assets	8,728,959	2,961,106	11,690,065	9,399,654		
LIABILITIES						
Accounts Payable	3,231	645	3,876	4,080	-5.25%	
Investment Accounts Payable	253,377	87,141	340,518	261,718	23.14%	12
Securities Lending Collateral	225,107	76,321	301,428	354,384	-17.57%	13
Total Liabilities	481,716	164,107	645,823	620,182		
Total Fiduciary Net Position Restricted for Pension Benefits						
	\$8,247,243	\$2,796,999	\$11,044,242	\$8,779,472		

**NOTE - Variance Explanation**

- 1) Variance is a result of continuous fluctuation of deposits and transactions that flow through the cash account.
  - 2) Short Term Investments is primarily comprised of the cash on hand with the custodial bank along with any small amounts of cash managers and brokers may have; therefore, the variance is driven by cash flow.
  - 3) The increase in Accounts Receivables is due to pending trades.
  - 4) The increase in Core Fixed Income is a result of additional funding and positive market conditions resulting in increased market values.
  - 5) The increase in Public Equities is due to additional funding and positive market conditions resulting in increased market values.
  - 6) The increase in Specialty Credit is due to additional funding and positive market conditions increasing market values.
  - 7) Variance is a result of hedging and arbitration of risk within the portfolios.
  - 8) The decline in Absolute Return is result of the merging of the Absolute Return asset class with the Real Return asset class.
  - 9) The increase in Real Return is a result of the merging of the Absolute Return asset class with the Real Return asset class.
  - 10) The increase in Opportunistic is due to additional funding and positive market conditions increasing market values.
  - 11) Variance is a result of the demands of the Securities Lending Program.
  - 12) The increase in Accounts Payable is due to pending trades.
  - 13) Variance is a result of the demands of the Securities Lending Program.
- Differences due to rounding.

**Combining Statement of Changes In Fiduciary Net Position - Pension Funds**

For the fiscal year ending March 31, 2021, with Comparative Totals as of March 31, 2020 (\$ in Thousands)

	CERS		Total		Percentage of Change	Notes
	Non-Hazardous	Hazardous	2021	2020		
ADDITIONS						
Member Contributions	\$119,386	\$46,908	\$166,294	\$174,486	-4.69%	
Employer Contributions	338,586	129,460	468,046	472,575	-0.96%	
General Fund Appropriations	-	-	-	-		
Pension Spiking Contributions	19	107	126	243	-48.04%	1
Northern Trust Settlement	-	-	-	-		
Health Insurance Contributions (HB1)	(0)	1	1	7	-87.64%	2
Employer Cessation Contributions	-	-	-	-		
Total Contributions	457,990	176,476	634,466	647,310		
INVESTMENT INCOME						
From Investing Activities						
Net Appreciation (Depreciation) in FV of Investments	1,224,350	413,250	1,637,600	(837,088)	-295.63%	3
Interest/Dividends	151,170	51,096	202,265	180,529	12.04%	4
Total Investing Activities Income	1,375,520	464,346	1,839,865	(656,560)		
Less: Investment Expense	26,174	8,705	34,880	28,396	22.83%	5
Less: Performance Fees	26,706	9,176	35,882	22,045	62.77%	6
Net Income from Investing Activities	1,322,640	446,464	1,769,104	(707,000)		
From Securities Lending Activities						
Securities Lending Income	391	134	525	4,084		
Less: Securities Lending Borrower Rebates	(241)	(82)	(324)	2,463		
Less: Securities Lending Agent Fees	95	32	127	203		
Net Income from Securities Lending	537	184	721	1,418	-49.15%	7
Net Investment Income	1,323,177	446,648	1,769,825	(705,582)		
Total Additions	1,781,167	623,124	2,404,291	(58,271)		
DEDUCTIONS						
Benefit Payments	623,147	216,515	839,662	801,421	4.77%	
Refunds	10,876	3,839	14,715	15,793	-6.82%	
Administrative Expenses	15,441	1,460	16,901	17,631	-4.14%	
Total Deductions	649,465	221,814	871,279	834,844		
Net Increase (Decrease) in Fiduciary Net Position Restricted for Pension Benefits	1,131,702	401,310	1,533,013	(893,116)		
Total Fiduciary Net Position Restricted for Pension Benefits						
Beginning of Period	7,110,889	2,395,688	9,506,578	9,672,588		
End of Period	\$8,242,591	\$2,796,999	\$11,039,590	\$8,779,472		

**NOTE - Variance Explanation**

- 1) Pension Spiking contributions decreased due to a change in statute. Pension spiking is now the member's responsibility.
  - 2) Health Insurance Contributions will continue to decrease in the Pension Funds, as they are now qualified in the Insurance Fund.
  - 3) The increase in Net Appreciation in Fair Value of Investments is a result of favorable market conditions, particularly in the public equity portfolio.
  - 4) The increase in Interest/Dividends is due to increased income from Real Return, Private Equity and Specialty Credit asset classes for FY21
  - 5) The increase in Investment Expense is due to higher market values.
  - 6) The increase in Performance fees is due to favorable market conditions resulting in higher performance fees.
  - 7) Variance is a result of the demand of the Securities Lending Program.
- Differences due to rounding.

**Combining Statement of Fiduciary Net Position - Insurance Fund**

As of March 31, 2021, with Comparative Totals as of March 31, 2020 (\$ In Thousands)

As of March 31, 2021, with Comparative Totals as of March 31, 2020 (\$ in Thousands)						
ASSETS	CERS		TOTAL		Percentage of Change	Notes
	Non-Hazardous	Hazardous	2021	2020		
CASH AND SHORT-TERM INVESTMENTS						
Cash Deposits	\$741	\$30	\$771	\$648	18.92%	1
Short-term Investments	131,651	55,935	187,586	216,834	-13.49%	2
Total Cash and Short-term Investments	132,392	55,964	188,356	217,482		
RECEIVABLES						
Accounts Receivable	11,550	4,482	16,031	16,553	-3.15%	
Investment Accounts Receivable	63,722	32,729	96,451	71,680	34.56%	3
Total Receivables	75,272	37,211	112,483	88,233		
INVESTMENTS, AT FAIR VALUE						
Core Fixed Income	374,776	197,310	572,087	461,507	23.96%	4
Public Equities	1,319,451	676,860	1,996,311	1,388,002	43.83%	5
Specialty Credit	505,151	249,892	755,043	528,847	42.77%	6
Private Equities	270,723	152,311	423,034	417,115	1.42%	
Derivatives	491	264	755	748	0.99%	
Absolute Return	0	0	0	52,846	-100.00%	7
Real Return	191,858	100,998	292,856	232,692	25.86%	8
Opportunistic	86,639	47,200	133,839	61,901	116.22%	9
Real Estate	114,380	62,699	177,079	170,234	4.02%	
Total Investments, at Fair Value	2,863,469	1,487,535	4,351,004	3,313,892		
Securities Lending Collateral Invested	71,051	36,662	107,712	331,926	-67.55%	10
Total Assets	3,142,184	1,617,372	4,759,555	3,951,534		
LIABILITIES						
Accounts Payable	259	71	330	176	87.07%	11
Investment Accounts Payable	92,003	47,169	139,171	100,926	37.89%	12
Securities Lending Collateral	71,051	36,662	107,712	223,727	-51.86%	13
Total Liabilities	163,312	83,902	247,214	324,830		
Total Fiduciary Net Position Restricted for OPEB	\$2,978,872	\$1,533,470	\$4,512,341	\$3,626,704		

**NOTE - Variance Explanation**

1) Variance is a result of continuous fluctuation of deposits and transactions that flow through the cash account.

2) Short Term Investments is primarily comprised of the cash on hand with the custodial bank along with any small amounts of cash managers and brokers may have; therefore, the variance is driven by cash flow.

3) The increase in Accounts Receivables is due to pending trades.

5) The increase in Core Fixed Income is a result of additional funding and positive market conditions resulting in increased market values.

5) The increase in Public Equities is due to additional funding and positive market conditions resulting in increased market values.

6) The increase in Specialty Credit is due to additional funding and positive market conditions increasing market values.

7) The decline in Absolute Return is result of the merging of the Absolute Return asset class with the Real Return asset class.

8) The increase in Real Return is a result of the merging of the Absolute Return asset class with the Real Return asset class.

9) The increase in Opportunistic is due to additional funding and positive market conditions increasing market values.

10) Variance is a result of the demands of the Securities Lending Program.

11) The increase in Accounts Payable is due to an increase in outstanding Employer Reporting credit invoices.

12) The decrease in Accounts Payable is due to pending trades.

13) Variance is a result of the demands of the Securities Lending Program.

Difference due to rounding.



**Combining Statement of Changes In Fiduciary Net Position - Insurance Fund**

For the fiscal year ending March 31, 2021, with Comparative Totals as of March 31, 2020 (\$ In Thousands)

	CERS		TOTAL		Percentage of Change	Notes
	Non-Hazardous	Hazardous	2021	2020		
ADDITIONS						
Employer Contributions	\$89,258	\$43,930	\$133,188	\$133,562	-0.28%	
Medicare Drug Reimbursement	1	-	1	3	-62.25%	1
Insurance Premiums	424	(158)	267	420	-36.52%	2
Humana Gain Share Payment	20,676	2,990	23,666	-		
Retired Re-employed Healthcare	3,629	949	4,578	4,439	3.13%	
Health Insurance Contributions (HB1)	9,657	2,306	11,962	11,444	4.53%	
Northern Trust Settlement	-	-	-	-		
Employer Cessation Contributions	-	-	-	-		
Total Contributions	123,645	50,017	173,662	149,869		
INVESTMENT INCOME						
From Investing Activities						
Net Appreciation (Depreciation) in FV of Investments	434,267	226,738	661,005	(327,784)	301.66%	3
Interest/Dividends	52,473	27,336	79,810	70,596	13.05%	
Total Investing Activities Income	486,740	254,075	740,815	(257,188)		
Less: Investment Expense	10,191	5,444	15,635	9,363	66.99%	4
Less: Performance Fees	11,185	6,401	17,585	10,992	59.99%	5
Net Income from Investing Activities	465,364	242,230	707,594	(277,542)		
From Securities Lending Activities						
Securities Lending Income	139	70	209	1,542		
Less: Securities Lending Borrower Rebates	(89)	(46)	(134)	963		
Less: Securities Lending Agent Fees	34	17	51	78	-34.17%	6
Net Income from Securities Lending	193	98	292	501		
Net Investment Income	465,558	242,328	707,886	(277,041)		
Total Additions	589,203	292,346	881,548	(127,172)		
DEDUCTIONS						
Healthcare Premiums Subsidies	105,028	63,473	168,501	161,274	4.48%	
Administrative Expenses	658	342	999	1,039	-3.77%	
Self-Funded Healthcare Costs	2,697	193	2,890	3,277	-11.82%	7
Excise Tax Insurance	-	-	-	-		
Total Deductions	108,382	64,008	172,390	165,590		
Net Increase (Decrease) in Fiduciary Net Position Restricted for OPEB	480,821	228,338	709,158	(292,762)		
Total Fiduciary Net Position Restricted for OPEB						
Beginning of Period	2,498,051	1,305,132	3,803,183	5,480,639		
End of Period	\$2,978,872	\$1,533,470	\$4,512,341	\$5,187,877		

**NOTE - Variance Explanation**

1) Medicare drug reimbursement payments fluctuate year to year based on claims reviewed.

2) The decrease in Insurance Premiums received is due to refunds processed to hazardous retirees for premiums paid for dependents that should have been covered by KRS.

3) The increase in Net Appreciation in Fair Value of Investments is a result of favorable market conditions, particularly in the public equity portfolio.

4) The management fees are up due to the increase in market values; however, in 2019 in one of the private equity accounts there was a coding error. A negative performance fee was coded as a partnership expense. All partnership expenses roll up into the Investment Advisory Fee. Due to this coding error, the Investment Advisory Fees are understated and the Performance Fees are overstated for the period.

5) The increase in Performance fees is due to favorable market conditions resulting in higher performance fees.

6) Variance is a result of the demand of the Securities Lending Program.

7) The decrease in Self Funded Healthcare Claims is due to a decrease in claims billed from the self funded insurance plan.

Difference due to rounding.

**KPPA ADMINISTRATIVE BUDGET 2020-2021  
THIRD QUARTER BUDGET-TO-ACTUAL ANALYSIS  
Fiscal 21**


**CERS Portion of Administrative  
Budget  
3rd QTR Budget-to-Actual  
FY 2021**

Acc't #	Account Name				CERS NHZ Actual	CHAZ Actual	Total CERS Actual Expenditures	
PERSONNEL					59.90%	5.24%		
111	Salaries	\$11,341,507		26.83%	\$6,793,563	\$594,295	\$7,387,858	
115	Wages (Overtime)	265,000	51,592	213,408	80.53%	30,903	2,703	\$33,607
119	Wages (Block 50)	28,500	8,781	19,719	69.19%	5,260	460	\$5,720
121	Emp Paid FICA	1,135,000	809,087	325,913	28.71%	484,643	42,396	\$527,039
122	Emp Paid Retirement		9,110,721	3,975,924	30.38%	5,457,322	477,402	\$5,934,724
123	Emp Paid Health Ins	2,550,000	1,814,890	735,110	28.83%	1,087,119	95,100	\$1,182,220
124	Emp Paid Life Ins	3,500	2,459	1,041	29.74%	1,473	129	\$1,602
128	Emp Paid Sick Leave	75,000	13,786	61,214	81.62%	8,258	722	\$8,980
131	Workers Compensation	13,200	75,163	(61,963)	-469.42%	45,023	3,939	\$48,961
132	Unemployment	10,000	(0)	10,000	100.00%	(0)	(0)	\$(0)
133	Tuition Assistance	13,100	7,264	5,836	44.55%	4,351	381	\$4,732
	Investment Tuition							
133I	Assistance	5,000	-	5,000	100.00%	-	-	\$-
133T	Audit Tuition Assistance	2,500	-	2,500	100.00%	-	-	\$-
LEGAL & AUDITING								
141 SERVICES								
141A	Legal Hearing Officers	91,200	32,018	59,183	64.89%	19,178	1,678	\$20,856
141B	Legal (Stoll, Keenon)	340,500	102,093	238,407	70.02%	61,154	5,350	\$66,503
141D	Frost Brown (Tax Advisor)	114,300	139,315	(25,015)	-21.89%	83,450	7,300	\$90,750
141E	Reinhart	444,000	143	443,858	99.97%	85	7	\$93
141F	Ice Miller	187,200	186,267	933	0.50%	111,574	9,760	\$121,335
141L	Legal Expense	125,500	202	125,298	99.84%	121	11	\$132
142	Auditing	176,500	71,582	104,918	59.44%	42,878	3,751	\$46,629
146 CONSULTING SERVICES								
146A	Medical Reviewers	273,865	163,241	110,624	40.39%	97,782	8,554	\$106,335
146E	Escrow for Actuary Fees	12,000	(10,000)	22,000	183.33%	(5,990)	(524)	\$(6,514)
CONTRACTUAL								
150 SERVICES								
150C	Miscellaneous Contracts	22,750	9,864	12,886	56.64%	5,908	517	\$6,425
	Human Resources							
150G	Consulting	7,500	5,794	1,706	22.75%	3,470	304	\$3,774
159	Actuarial Services	612,000	366,919	245,081	40.05%	219,784	19,227	\$239,011
162	Facility Security Charges	80,500	52,543	27,957	34.73%	31,473	2,753	\$34,227
PERSONNEL SUBTOTAL			\$24,365,231		30.70%	\$14,594,773	\$1,276,738	\$15,871,511
OPERATIONAL								
211	Natural Gas	\$22,500	\$18,336	\$4,164	18.51%	\$10,983	\$961	\$11,944
212	Electric	176,500	109,091	67,409	38.19%	65,345	5,716	71,062
221	Rent-NonState Building	71,600	42,782	28,818	40.25%	25,626	2,242	27,868
222	Building Rental - PPW	1,100,000	765,291	334,710	30.43%	458,409	40,101	498,510
223	Equipment Rental	-	7,163	(7,163)	0.00%	4,291	375	4,666
224	Copier Rental	73,000	41,489	31,511	43.17%	24,852	2,174	27,026
226	Rental Carpool	9,100	2,911	6,189	68.02%	1,743	153	1,896
232	Vehicle/Equip. Mainten.	1,350	-	1,350	100.00%	-	-	-
241	Postage	455,000	463,207	(8,207)	-1.80%	277,461	24,272	301,733
242	Freight	46	-	46	100.00%	-	-	-
251	Printing (State)	11,700	3,042	8,658	74.00%	1,822	159	1,981
252	Printing (non-state)	102,700	77,185	25,515	24.84%	46,234	4,044	50,278
254	Insurance	11,650	3,591	8,059	69.18%	2,151	188	2,339
256	Garbage Collection	5,500	4,412	1,088	19.79%	2,643	231	2,874

Acc't #	Account Name	Actual				CERS NHZ Actual	CHAZ Actual	Total CERS Actual Expenditures
259	Conference Expense	18,250	8,251	10,000	54.79%	4,942	432	5,374
	Conference Exp.							
259I	Investment	6,000	-	6,000	100.00%	-	-	-
259T	Conference Exp. Audit	1,500	-	1,500	100.00%	-	-	-
300	MARS Usage	51,300	35,735	15,565	30.34%	21,405	1,872	23,277
302	COVID-19 Expenses	146,800	142,619	4,181	2.85%	85,429	7,473	92,902
321	Office Supplies	89,125	24,414	64,711	72.61%	14,624	1,279	15,904
	Furniture & Office							
346	Equipment	25,075	-	25,075	100.00%	-	-	-
361	Travel (In-State)	30,000	1,079	28,922	96.41%	646	57	703
361I	Travel (In-State) Investment	300	-	300	100.00%	-	-	-
361T	Travel (In-State) Audit	500	-	500	100.00%	-	-	-
362	Travel (Out of State)	20,150	-	20,150	100.00%	-	-	-
362I	Travel (Out of State) Invest	38,700	397	38,303	98.97%	238	21	258
362T	Travel (Out of State) Audit	450	-	450	100.00%	-	-	-
381	Dues & Subscriptions	60,250	34,731	25,519	42.36%	20,804	1,820	22,624
	Dues & Subscriptions							
381I	Invest	1,375	4,300	(2,925)	-212.73%	2,576	225	2,801
381T	Dues & Subscriptions Audit	5,000	615	4,385	87.70%	368	32	401
399	Miscellaneous	2,700	618	2,082	77.11%	370	32	403
399I	Miscellaneous Investment	200	-	200	100.00%	-	-	-
399T	Miscellaneous Audit	200	-	200	100.00%	-	-	-
802	COT Charges	22,225	10,160	12,065	54.29%	6,086	532	6,618
814	Telephone - Wireless	5,100	3,171	1,929	37.83%	1,899	166	2,065
815	Telephone - Other	119,000	77,703	41,297	34.70%	46,544	4,072	50,616
847	Computer Equip./Software	3,325,500	1,496,434	1,829,066	55.00%	896,364	78,413	974,777
	Major Legislative Implementation	7,702,594	-	7,702,594	100.00%	-	-	-
<b>OPERATIONAL SUBTOTAL</b>			<b>\$3,378,722</b>		<b>75.36%</b>	<b>\$2,023,854</b>	<b>\$177,045</b>	<b>\$2,200,899</b>
<b>TOTALS</b>			<b>\$27,733,952</b>		<b>43.23%</b>	<b>\$16,612,638</b>	<b>\$1,453,259</b>	<b>\$18,065,897</b>
<b>CERS Totals</b>			<b>\$18,065,897</b>		<b>43.27%</b>			

**Pension Fund Contribution Report**


For the period ending March 31, 2021, with Comparative Totals as of March 31, 2020 (\$ in Millions)

	<b>County Employees Retirement System</b>			
	<b>Non-Hazardous</b>		<b>Hazardous</b>	
	<b>FY21</b>	<b>FY20</b>	<b>FY21</b>	<b>FY20</b>
Member Contributions	\$119.4	\$125.8	\$46.9	\$48.7
Employer Contributions	338.6	345.7	129.6	127.1
Net Investment Income	98.8	97.7	33.4	33.8
<b>Total Inflows</b>	<b>556.8</b>	<b>569.2</b>	<b>209.9</b>	<b>209.6</b>
Benefit Payments/Refunds	634.0	608.6	220.4	208.6
Administrative Expenses	15.4	16.2	1.5	1.4
<b>Total Outflows</b>	<b>649.5</b>	<b>624.8</b>	<b>221.8</b>	<b>210.1</b>
<b>NET Contributions</b>	<b>(92.6)</b>	<b>(55.6)</b>	<b>(11.9)</b>	<b>(0.4)</b>
Realized Gain/(Loss)	192.2	240.0	65.3	79.7
Unrealized Gain/(Loss)	1,032.2	(863.6)	348.0	(293.2)
<b>Change in Net Position</b>	<b>1,131.7</b>	<b>(679.2)</b>	<b>401.3</b>	<b>(213.9)</b>
<b>Beginning of Period</b>	<b>7,110.9</b>	<b>7,243.0</b>	<b>2,395.7</b>	<b>2,429.6</b>
<b>End of Period</b>	<b>\$8,242.6</b>	<b>\$6,563.8</b>	<b>\$2,797.0</b>	<b>\$2,215.7</b>

Differences due to rounding.

**Insurance Fund Contribution Report**

For the period ending March 31, 2021, with Comparative Totals as of March 31, 2020 (\$ in Millions)

	<b>County Employees Retirement System</b>			
	<b>Non-Hazardous</b>		<b>Hazardous</b>	
	<b>FY21</b>	<b>FY20</b>	<b>FY21</b>	<b>FY20</b>
Employer Contributions	\$89.3	\$90.7	\$43.9	\$42.9
Insurance Premiums	21.1	0.5	2.8	-
Retired Reemployed Healthcare	3.6	3.6	0.9	0.8
Health Insurance Contributions	9.7	9.4	2.3	2.1
Net Investment Income	31.3	33.4	15.6	17.4
<b>Total Inflows</b>	<b>154.9</b>	<b>137.5</b>	<b>65.6</b>	<b>63.2</b>
Healthcare Premiums	107.7	103.5	63.7	61.1
Administrative Expenses	0.7	0.7	0.3	0.3
<b>Total Outflows</b>	<b>108.4</b>	<b>104.1</b>	<b>64.0</b>	<b>61.4</b>
<b>NET Contributions</b>	<b>46.6</b>	<b>33.3</b>	<b>1.6</b>	<b>1.7</b>
Realized Gain/(Loss)	66.9	73.4	35.1	40.0
Unrealized Gain/(Loss)	367.4	(289.7)	191.7	(151.5)
<b>Change in Net Position</b>	<b>480.8</b>	<b>(183.0)</b>	<b>228.3</b>	<b>(109.8)</b>
<b>Beginning of Period</b>	<b>2,498.1</b>	<b>2,486.5</b>	<b>1,305.1</b>	<b>1,324.8</b>
<b>End of Period</b>	<b>\$2,978.9</b>	<b>\$2,303.5</b>	<b>\$1,533.5</b>	<b>\$1,215.0</b>

Differences due to rounding.

### KENTUCKY PUBLIC PENSIONS AUTHORITY Outstanding Invoices by Type and Employer

Invoice Type	3/31/2021	12/31/2020	Change H/(L)
Averaging Refund to Employer	\$(241,658)	\$(317,992)	-24%
Employer Free Military and Decompression Service	\$497,982	\$481,172	3%
Member Pension Spiking Refund	\$(26,621)	\$(25,114)	6%
Monthly Reporting Invoice	\$(434,776)	\$(343,415)	27%
Penalty – Monthly Reporting	\$289,775	\$290,775	0%
Reinstatement	\$244,823	\$385,874	-37%
<b>Total \$</b>	<b>373,811 \$</b>	<b>515,496</b>	<b>-27%</b>
Health Insurance Reimbursement	\$1,744,967	\$2,203,155	-21%
Omitted Employer	\$1,250,685	\$1,646,388	-24%
Pension Spiking*	\$1,788,592	\$1,865,106	-4%
Standard Sick Leave	\$10,880,050	\$9,763,503	11%
<b>Total \$</b>	<b>15,664,294 \$</b>	<b>15,478,152</b>	<b>1%</b>
<b>Grand Total \$</b>	<b>16,038,105 \$</b>	<b>15,993,648</b>	<b>0%</b>

\*By statute Pension Spiking invoices are due 12 months from invoice date. Of the 288 outstanding invoices, 274 of them (totaling \$1,744,076) are greater than 12 months old.

Employer Name (Top Ten)	3/31/2021	12/31/2020	Change H/(L)
Kentucky State Police	\$10,575,453	\$9,269,766	14%
Department of Highways	\$716,911	\$699,166	3%
City of Covington	\$367,311	\$368,843	0%
Kenton County Airport Board	\$322,510	\$309,301	4%
Lexington Fayette Urban County Government	\$254,583	\$209,036	22%
Kentucky River Regional Jail	\$230,955	\$230,955	0%
City of Fort Thomas	\$214,893	\$210,934	2%
City of Villa Hills	\$212,533	\$212,533	0%
Henry County Fiscal Court	\$205,604	\$205,321	0%
TARC - Transit Authority River City	\$173,867	\$169,287	3%

**Kentucky Public Pensions Authority  
Penalty Waivers Report**

**From: 1/1/2021 To: 3/31/2021**

**Note: Delinquent Interest amounts are included in the totals for the invoice**

Invoice Amount	Invoice Remaining Balance	Delinquent Interest	Invoice Status Date	Invoice Due Date	Invoice Status	Employer Classification	Plan	Comments
\$1,000	\$-	\$-	3/23/2021	4/7/2019	CANC	Special Districts & Boards	CERS	Agency in good standing
\$1,000	\$-	\$-	2/25/2021	3/20/2020	CANC	County Attorneys	CERS	KPPA at fault
\$1,000	\$-	\$-	1/8/2021	1/15/2021	CANC	Cities	CERS	Circumstances outside of agency control
\$1,000	\$-	\$-	1/6/2021	1/15/2021	CANC	Boards of Education	CERS	KPPA at fault
\$1,000	\$-	\$-	1/7/2021	1/17/2021	CANC	Boards of Education	CERS	KPPA at fault
\$1,000	\$-	\$-	2/25/2021	2/6/2021	CANC	County Attorneys	CERS	New employer reporting official
\$1,000	\$-	\$-	3/3/2021	2/14/2021	CANC	Parks and Recreation	CERS	Circumstances outside of agency control
\$1,000	\$-	\$-	3/3/2021	2/14/2021	CANC	Parks and Recreation	CERS	Circumstances outside of agency control
\$1,000	\$-	\$-	3/3/2021	3/19/2021	CANC	Health Departments	KERS	Circumstances outside of agency control
\$1,000	\$-	\$-	3/15/2021	4/8/2021	CANC	Non-P1 State Agencies	KERS	Circumstances outside of agency control
<b>Total</b>	<b>\$10,000</b>							
\$1,000	\$1,000	\$-	1/5/2021	2/4/2021	CRTD	Utility Boards	CERS	
\$1,000	\$1,000	\$-	1/11/2021	2/10/2021	CRTD	County Attorneys	CERS	
\$1,000	\$1,000	\$-	1/12/2021	2/11/2021	CRTD	Fiscal Courts	CERS	
\$1,000	\$1,000	\$-	1/13/2021	2/12/2021	CRTD	Boards of Education	CERS	
\$1,000	\$1,000	\$-	1/25/2021	2/24/2021	CRTD	Sanitation Districts	CERS	
\$1,000	\$1,000	\$-	2/3/2021	3/5/2021	CRTD	Master Commissioner	KERS	
\$1,000	\$1,000	\$-	2/17/2021	3/19/2021	CRTD	Boards of Education	CERS	
\$1,000	\$1,000	\$-	3/2/2021	4/1/2021	CRTD	Special Districts & Boards	CERS	
\$1,000	\$1,000	\$-	3/11/2021	4/10/2021	CRTD	Master Commissioner	KERS	
\$1,000	\$1,000	\$-	3/16/2021	4/15/2021	CRTD	Cities	CERS	
\$1,000	\$1,000	\$-	3/16/2021	4/15/2021	CRTD	Cities	CERS	
\$1,000	\$1,000	\$-	3/16/2021	4/15/2021	CRTD	Cities	CERS	
\$1,000	\$1,000	\$-	3/17/2021	4/16/2021	CRTD	Cities	CERS	
\$1,000	\$1,000	\$-	3/17/2021	4/16/2021	CRTD	Cities	CERS	
\$1,000	\$1,000	\$-	3/17/2021	4/16/2021	CRTD	Cities	CERS	
\$1,000	\$1,000	\$-	3/26/2021	4/25/2021	CRTD	Master Commissioner	KERS	
<b>Total</b>	<b>\$16,000</b>							

CERS Finance Committee - May 5, 2021 - Accounts Receivable Reports

\$1,000	\$-	\$-	3/26/2021	4/5/2021	PAID	County Attorneys	CERS
\$1,000	\$-	\$-	3/5/2021	7/13/2017	PAID	Cities	CERS
\$1,000	\$-	\$-	3/2/2021	5/7/2020	PAID	Conservation Districts	CERS
\$1,000	\$-	\$-	3/2/2021	5/7/2020	PAID	Conservation Districts	CERS
\$1,000	\$-	\$-	2/1/2021	9/18/2020	PAID	Planning Commissions	CERS
\$1,000	\$-	\$-	2/1/2021	11/19/2020	PAID	Planning Commissions	CERS
\$1,000	\$-	\$-	3/16/2021	1/15/2021	PAID	Cities	CERS
\$1,000	\$-	\$-	3/9/2021	3/19/2021	PAID	Parks and Recreation	CERS
\$1,000	\$-	\$-	3/3/2021	3/21/2021	PAID	Cities	CERS
\$1,000	\$-	\$-	3/12/2021	3/21/2021	PAID	Cities	CERS
\$1,000	\$-	\$-	3/10/2021	3/24/2021	PAID	Housing Authorities	CERS
<b>Total</b>	<b>\$11,000</b>						

**Notes:**

**Invoice** CANC -

**Status:** Cancelled

CRTD -

Created

PAID - Paid



## KENTUCKY PUBLIC PENSIONS AUTHORITY

David L. Eager, Executive Director

1260 Louisville Road • Frankfort, Kentucky 40601  
kyret.ky.gov • Phone: 502-696-8800 • Fax: 502-696-8822



Kentucky Public  
Pensions Authority

To: CERS Finance Committee

From: D’Juan Surratt  
Director of Employer Reporting, Compliance and Education

Date: 04/27/2021

Subject: Hazardous Position Classification

### AGENCIES ARE REQUESTING HAZARDOUS DUTY COVERAGE FOR THE FOLLOWING POSITIONS:

<u>Agency</u>	<u>Position</u>	<u>Effective Date</u>
City of Russell	Detective	May 1, 2021
Franklin County Fiscal Court	Sheriff Captain	January 1, 2019
Franklin County Fiscal Court	Sheriff Detective	January 1, 2017
Franklin County Fiscal Court	Sheriff Lieutenant	June 1, 2018
Okolona Fire District	Emergency Medical Services	June 1, 2020
	Field Supervisor, Paramedic	
Hebron Fire Protection District	Firefighter/EMS Coordinator	November 1, 2020
Hebron Fire Protection District	Battalion Chief – EMT	February 04, 2020
Hebron Fire Protection District	Battalion Chief – Paramedic	May 1, 2021
Walton Fire District/EMS	Battalion Chief	May 1, 2021
City of Georgetown	Assistant Fire Chief of Operations	September 1, 2020
City of Georgetown	Assistant Fire Chief of Prevention	September 1, 2020
Clark County Fiscal Court	Fire Lieutenant	January 4, 2003
Clark County Fiscal Court	Firefighter III	February 27, 2002
City of Olive Hill	Chief of Police	January 1, 2021
City of Olive Hill	Police Officer	January 1, 2021
City of Olive Hill	Police Sergeant/Detective	January 1, 2021
City of Olive Hill	Assistant Chief of Police	January 1, 2021
Pulaski County Fiscal Court	Sheriff	April 1, 2021

Kentucky Public Pensions Authority has reviewed the above requests and determined that they meet the statutory guidelines for Hazardous coverage. Position Questionnaires and Job Descriptions are attached. Franklin County Fiscal Court, Hebron Fire Protection District and Clark County Fiscal Court are requesting older retro dates due to the Employer Reporting division auditing their accounts due to member pension spiking cases received. In these specific cases it was found these positions did not go through the formal process in getting approved for hazardous duty coverage by the Board of Trustees.



# 61.592 Retirement of persons working in hazardous positions.

(1)

(a) "Hazardous position" for employees participating in the Kentucky Employees Retirement System, and for employees who begin participating in the County Employees Retirement System before September 1, 2008, means:

1. Any position whose principal duties involve active law enforcement, including the positions of probation and parole officer and Commonwealth detective, active fire suppression or prevention, or other positions, including, but not limited to, pilots of the Transportation Cabinet and paramedics and emergency medical technicians, with duties that require frequent exposure to a high degree of danger or peril and also require a high degree of physical conditioning;
2. Positions in the Department of Corrections in state correctional institutions and the Kentucky Correctional Psychiatric Center with duties that regularly and routinely require face-to-face contact with inmates; and
3. Positions of employees who elect coverage under KRS 196.167(3)(b)2. and who continue to provide educational services and support to inmates as a Department of Corrections employee.

(b) "Hazardous position" for employees who begin participating in the County Employees Retirement System on or after September 1, 2008, means police officers and firefighters as defined in KRS 61.315(1), paramedics, correctional officers with duties that routinely and regularly require face-to-face contact with inmates, and emergency medical technicians if:

1. The employee's duties require frequent exposure to a high degree of danger or peril and a high degree of physical conditioning; and
2. The employee's duties are not primarily clerical or administrative.

(c) The effective date of participation under hazardous duty coverage for positions in the Department of Alcoholic Beverage Control shall be April 1, 1998. The employer and employee contributions shall be paid by the employer and forwarded to the retirement system for the period not previously reported.

(2)

(a) Each employer may request of the board hazardous duty coverage for those positions as defined in subsection (1) of this section. Upon request, each employer shall certify to the system, in the manner prescribed by the board, the names of all employees working in a hazardous position as defined in subsection (1) of this section for which coverage is requested. The certification of the employer shall bear the approval of the agent or agency responsible for the budget of the department or county indicating that the required employer contributions have been provided for in the budget of the employing department or county. The system shall determine whether the employees whose names have been certified by the employer are working in positions meeting the definition of a hazardous position as provided by subsection (1) of this section. This process shall not be required for employees who elect coverage under KRS 196.167(3)(b)2.

61.315 Benefits payable on death of certain peace officers, firefighters, correctional officers, jailers, school resource officers, members of a state National Guard or Reserve component, and emergency medical services personnel -- Administrative regulations -- Estates to be exempted from probate fees -- Funds allotted to a self-insuring account -- Presumption that firefighter's death from cancer resulted from act in the line of duty under certain conditions. (Effective July 15, 2020)

(1) As used in this section:

- (a) "Police officer" means every paid police officer, sheriff, or deputy sheriff, corrections employee with the power of a peace officer pursuant to KRS 196.037, any metropolitan or urban-county correctional officer with the power of a peace officer pursuant to KRS 446.010, any jailer or deputy jailer, any auxiliary police officer appointed pursuant to KRS 95.445, any police officer of a public institution of postsecondary education appointed pursuant to KRS 164.950, any school resource officer as defined in KRS 158.441, or any citation or safety officer appointed pursuant to KRS 83A.087 and 83A.088, elected to office, or employed by any county, airport board created pursuant to KRS Chapter 183, city, local board of education, or by the state;
- (b) "Firefighter" means every paid firefighter or volunteer firefighter who is employed by or volunteers his or her services to the state, airport board created pursuant to KRS Chapter 183, any county, city, fire district, or any other organized fire department recognized, pursuant to KRS 95A.262, as a fire department operated and maintained on a nonprofit basis in the interest of the health and safety of the inhabitants of the Commonwealth and shall include qualified civilian firefighters employed at Kentucky-based military installations; and
- (c) "Emergency medical services personnel" means any paid or volunteer emergency medical services personnel who is certified or licensed pursuant to KRS Chapter 311A and who is employed directly by, or volunteering directly for, any:
  - 1. County;
  - 2. City;
  - 3. Fire protection district created under KRS 75.010 to 75.260; or
  - 4. Emergency ambulance service district created under KRS 108.080 to 108.180;

to provide emergency medical services.

- (2) The spouse of any police officer, sheriff, deputy sheriff, corrections employee with the power of a peace officer pursuant to KRS 196.037, any metropolitan or urban-county correctional officer with the power of a peace officer pursuant to KRS 446.010, any jailer or deputy jailer, any auxiliary police officer appointed pursuant to KRS 95.445, any police officer of a public institution of postsecondary education appointed pursuant to KRS 164.950, any school resource officer as defined in KRS 158.441, or any citation or safety officer appointed pursuant to KRS 83A.087 and

(Page 1 of 2)

**KENTUCKY RETIREMENT SYSTEMS**

1260 Louisville Road · Frankfort, Kentucky 40601  
kyret.ky.gov · Phone: 502-696-8800 · Fax: 502-696-8822



**Form 7025**  
Revised 09/2010

**Position Questionnaire****Instructions**

To petition the Board for approval of hazardous duty positions for KERS employees, complete Sections 1 and 3.

To petition for CERS employees with a CERS participation date prior to 9/1/2008, complete Sections 1 and 3.

To petition for CERS employees with a CERS participation date on or after 9/1/2008, complete Sections 2 and 3.

**Section 1: For KERS Employees or Employees With a CERS Participation Date Prior to September 1, 2008**Employer: **CITY OF RUSSELL**

Position Title:

Detective

Is this position required to have Peace Officer Professional Standards and Certification? ☒ Yes ☐ No

If no, is this position required to carry a firearm? ☐ Yes ☐ No

Does this position require active fire suppression or prevention? ☐ Yes ☒ No

**Section 2: For Employees With a CERS Participation Date On or After September 1, 2008**Employer: **CITY OF RUSSELL**

Position Title:

Detective

Please select the appropriate classification and answer all that are applicable.

☒ Police Officer

☐ Firefighter Does this position require active fire suppression? ☐ Yes ☐ No

☐ Paramedic

☐ Correctional Officer Does this position routinely require face to face contact with inmates? ☐ Yes ☐ No

☐ Other Specify: \_\_\_\_\_

Is this position required to have Peace Officer Professional Standards and Certification? ☐ Yes ☐ No

If no, is this position required to carry a firearm? ☐ Yes ☐ No

☐ Emergency Medical Technician (If this position is selected please complete the remainder of this page, if not skip to page 2.)

Does this position require frequent exposure to a high degree of danger or peril? ☐ Yes ☐ No

Does this position require a high degree of physical conditioning? ☐ Yes ☐ No

Are the employee's duties primarily clerical or administrative? ☐ Yes ☐ No

Position Duty: Clerical or Administrative (Complete only if EMT is selected):

Percentage of Time Spent: \_\_\_\_\_

Description of Duties:

Agency Head Signature: Samuel R. Simpson

Date: 1/21/2021

Agency Head Title: Mayer

Page 1

(Page 2 of 2)

Employer: CITY OF RUSSELL

Position Title: Detective

**Section 3: For All Positions**

1. List the exact position title as it appears on your job description.
2. List the position's duties (i.e. training, field duties, etc.), the percentage of time spent performing each duty (percentages must equal 100% including the clerical/administrative duties on the first page (for EMT positions), and a description of each duty in the box provided.
3. BE AS DETAILED AS POSSIBLE. The Board of Trustees will use this document in determining if the position meets the definition of hazardous duty per KRS 61.592.

Position Duty: Field Duties

Percentage of Time Spent: 80%

Description of Duties:

Investigating crimes, interviewing suspects and witnesses,  
issues citations, makes arrests, appears in court, etc.

Position Duty: Administrative

Percentage of Time Spent: 15%

Description of Duties:

Reviews and writes reports.

Position Duty: Training

Percentage of Time Spent: 5%

Description of Duties:

Attends mandatory continuing education programs and  
firearms training to maintain certification requirements.

Agency Head Signature: Samuel R. Simpson IV

Date: 1/21/2021

Agency Head Title: Mayor

Page 2

CITY OF RUSSELL  
POSITION DESCRIPTION

Class Title: Detective

Department: Police

Supervisor: Police Chief, Assistant Police Chief, Police Sergeant

Supervises: May supervise officers assisting with investigations

Class Characteristics: Under general direction, performs Police investigative duties for the city; supervises Officers only while performing investigations; participates in the enforcement of federal, state and local laws, administrative regulations and ordinances, prevention of crime, and protection of life and property; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Supervises Officers assigned by supervisor to assist Detective during investigations.
2. Conducts follow-up investigations of all open criminal cases.
3. Supervises and/or processes crime scenes, including evidence collection; expands case reports of each investigation.
4. Interviews victims and witnesses; interrogates suspects.
5. Obtains warrants/search warrants.
6. Collects and secures evidence.
7. Locates suspects.
8. Files charges.
9. Makes arrests and prepares reports; presents case to grand jury.
10. Maintains case files.
11. Enters wanted persons and stolen items in NCIC.
12. Patrols the city in unmarked cruiser to discover and/or deter crime.
13. Prepares case report follow-ups, updates, and validations; informs prosecuting attorney of the body of evidence available and of persons who may qualify as witnesses; testifies in court.
14. Performs surveillance activities; identifies and uses informants to learn of criminal activities.
15. Remains informed of the crime trends of the city.
16. Conducts follow-up investigations on complaints against police officers with the City of Russell.
17. Performs fair, impartial and consistent enforcement of federal, state and local laws, administrative regulations and ordinances.
18. Lifts fingerprints, takes photographs, etc.
19. Prepares and makes public presentations.
20. Assists with crime prevention activities.
21. Maintains working relationship with other police departments/agencies.
22. Conducts background investigations on new hires.

## Detective

23. Attends mandatory continuing education programs to obtain or maintain certification requirements.
24. Patrols the city on foot and in vehicle on regularly assigned shifts to protect people and property.
25. Enforces traffic laws.
26. Investigates motor vehicle collisions.
27. Checks doors and windows and examines premises of residences, businesses and/or unoccupied buildings.
28. Responds to calls received during shift, takes proper action, and prepares accurate reports.
29. Issues citations and warnings for moving vehicle and/or parking violations.
30. Makes arrests; appears and provides evidence in court when necessary.
31. Controls traffic at school crossings, fires, accidents, parades, etc.
32. Secures the scene at fires, crimes and accidents; conducts preliminary investigations, gathers and secures evidence, interviews witnesses and prepares reports.
33. Administers breath test instruments.
34. Maintains order in crowds at parades, sporting events, and public gatherings.
35. Enforces laws and ordinances.
36. Participates in approved law enforcement training courses to obtain or maintain certifications.
37. Follows rules, guidelines, protocols, and policies.
38. Investigates crimes and apprehends suspected law violators.
39. Fosters good public relationships and liaises with community groups or individuals.
40. Coordinates activities and operations with other emergency services.

## Non-essential:

1. May serve as Firearm Instructor.
2. May serve as Training Officer.
3. May serve as Evidence Officer.
4. May serve as Taser Instructor.
5. May serve as Public Affairs Officer.

## MINIMUM QUALIFICATIONS

Training and Experience: Graduation from high school or GED supplemented by three years professional law enforcement experience; see training requirements below; see KRS Chapter 95 for additional requirements.

Special Knowledge, Skills and Abilities:

(Page 3 of 4)

**Detective****Knowledge:**

1. Thorough knowledge of principles, practices, methods, techniques and procedures of modern law enforcement.
2. Thorough knowledge of modern methods and practices of criminal investigation, techniques of interrogation and interview, and the identification and preservation of physical evidence.
3. Thorough knowledge of federal, state and local laws, administrative regulations and ordinances regarding law enforcement.
4. Thorough knowledge of the city's personnel policies and procedures.
5. Thorough knowledge of the geography of the city.
6. Thorough knowledge of the social characteristics of the city's population.

**Skills:**

1. Skill in the use of firearms.
2. Analytical skills.

**Abilities:**

1. Ability to supervise Departmental personnel during an investigation.
3. Ability to analyze complex police problems and adopt quick, effective and reasonable courses of action with regard to surrounding hazards and circumstances.
4. Ability to communicate effectively, orally and in writing.
5. Ability to investigate complex situations, analyze information, and prepare steps to complete investigation.
6. Ability to supervise the work of others while performing similar duties.
7. Ability to preserve crime scene.
8. Ability to prepare clear and comprehensive written reports.
9. Ability to present information in court.
10. Physical strength and agility; excellent physical condition.
11. Ability to perform police activities involving standing and walking for extended periods of time, often under adverse weather conditions.
12. Ability to establish and maintain effective working relationship with city officers and employees, other police departments/agencies, and the general public.

**ADDITIONAL INFORMATION**

**Instructions:** Very general; must use own judgment most of the time.

**Processes:** Must frequently refine existing methods and develop new techniques, concepts, or programs within established limits.

**Review of Work:** Work is reviewed through reports.

**Analytical Requirements:** Assignments frequently involve decisions based on wide knowledge of many factors where application of advanced techniques/concepts is required.

(Page 4 of 4)

## Detective

Use of Equipment: Police cruiser, firearm, taser, OC spray, baton, hand cuffs; finger printing kit, cameras, recorders, normal office equipment (telephone, computer, etc.)

Physical Demands of the Job: Work is performed both indoors and outdoors, regardless of weather conditions. Employees in this position must be able to lift objects that weigh twenty-five pounds or more, must be able to physically restrain individuals, often during times of extreme resistance, and must operate a police cruiser in emergency situations. Employees in this position are exposed to noise, fumes, and all weather conditions.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Regular use of confidential information is a job requirement.

Mental Effort: Heavy.

Interruptions: Constant.

Training Requirements: Must have completed required law enforcement basic training.

Working Hours: Must be able to work irregular hours.

Availability: Must be able to work irregular hours. Must be able to respond to calls in emergency situations at all hours.

Licensing Requirements: Must possess and maintain a valid driver's license issued by the Commonwealth of Kentucky.

### Additional Requirements:

1. Must qualify pursuant to additional requirements on the Russell Police Department Weapons Qualification Course with all weapons assigned to or approved for members of the department to carry.
2. Must agree to submit to drug and alcohol testing throughout employment with the Department.

Certification Requirements: (See Training Requirements.)

Overtime Provision: Non-exempt.





# KENTUCKY RETIREMENT SYSTEMS

1260 Louisville Road • Frankfort, Kentucky 40601  
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**Form 7025**  
Revised 09/2010

## Position Questionnaire

### Instructions

To petition the Board for approval of hazardous duty positions for KERS employees, complete Sections 1 and 3.  
To petition for CERS employees with a CERS participation date prior to 9/1/2008, complete Sections 1 and 3.  
To petition for CERS employees with a CERS participation date on or after 9/1/2008, complete Sections 2 and 3.

### Section 1: For KERS Employees or Employees With a CERS Participation Date Prior to September 1, 2008

Employer: FRANKLIN COUNTY FISCAL COURT

Position Title: Sheriff Captain

Is this position required to have Peace Officer Professional Standards and Certification? ☒ Yes ☐ No

If no, is this position required to carry a firearm? ☒ Yes ☐ No

Does this position require active fire suppression or prevention? ☐ Yes ☒ No

### Section 2: For Employees With a CERS Participation Date On or After September 1, 2008

Employer: FRANKLIN COUNTY FISCAL COURT

Position Title: Sheriff Captain

Please select the appropriate classification and answer all that are applicable.

☐ Police Officer

☐ Firefighter Does this position require active fire suppression? ☐ Yes ☐ No

☐ Paramedic

☐ Correctional Officer Does this position routinely require face to face contact with inmates? ☐ Yes ☐ No

☒ Other Specify: Sheriff Captain

Is this position required to have Peace Officer Professional Standards and Certification? ☒ Yes ☐ No

If no, is this position required to carry a firearm? ☐ Yes ☐ No

☐ Emergency Medical Technician (If this position is selected please complete the remainder of this page, if not skip to page 2.)

Does this position require frequent exposure to a high degree of danger or peril? ☐ Yes ☐ No

Does this position require a high degree of physical conditioning? ☐ Yes ☐ No

Are the employee's duties primarily clerical or administrative? ☐ Yes ☐ No

Position Duty: Clerical or Administrative (Complete only if EMT is selected):

Percentage of Time Spent: \_\_\_\_\_

Description of Duties:

Agency Head Signature: \_\_\_\_\_

Date: 3/17/21

Agency Head Title: CO. Sarge Ex.

Page 1

(Page 2 of 2)

Employer: **FRANKLIN COUNTY FISCAL COURT**Position Title: **Sheriff Captain****Section 3: For All Positions**

1. List the exact position title as it appears on your job description.
2. List the position's duties (i.e. training, field duties, etc.), the percentage of time spent performing each duty (percentages must equal 100% including the clerical/administrative duties on the first page (for EMT positions), and a description of each duty in the box provided.
3. BE AS DETAILED AS POSSIBLE. The Board of Trustees will use this document in determining if the position meets the definition of hazardous duty per KRS 61.592.

Position Duty: **Sheriff Captain**Percentage of Time Spent: **10%**

Description of Duties:

District/Circuit court paper service

Serve warrants for felony/misdemeanor, serve civil/criminal/juvenile summons, serve domestic violence and emergency protective orders, some of which evict a person from a dwelling, serve forcible detainers, garnishments. Evict on the order of the court, tenants from property. On occasion mediation and intervention is required between tenant and landlord. Armed at all times during the course of these duties.

Position Duty: **Sheriff Captain**Percentage of Time Spent: **70%**

Description of Duties:

Patrol local, state, federal, and interstate highways, Issue citations. Work and investigate injury and non-injury accidents. Perform traffic control. Assist motorist with vehicle problems. Patrol high crime areas to detect and prevent criminal activity. Respond to family disturbances, domestic, mediates, disperses crowds and make arrests. Locate, arrest, cite any persons involved in criminal activity. Investigate felony, thefts, burglaries. Take reports and follow up on leads. Recover stolen items. Locate, cite, and arrest persons involved in criminal. Prepare cases for court. Assist in prosecution. Execute search warrants. Participate in surveillance and undercover drug operations.

Position Duty: **Sheriff Captain**Percentage of Time Spent: **20%**

Description of Duties:

Assist in collecting property taxes. Insepect out of state vehicles. Delivers deposits. Dispatch calls. Handle walk-in complaints. Compete reports, file reports, timesheets, schedules and day to day paperwork.

Agency Head Signature: *H. St. Wells*Date: 3/17/21Agency Head Title: CO. Sgt. E. J.

Page 2

(Page 1 of 4)

**CLASS TITLE: Sheriff Captain**

**CHARACTERISTICS OF THE CLASS:** This is very skilled and responsible work in the protection of life and property through the enforcement of laws and ordinances. The Sheriff Captain is responsible for maintaining law and order, for protecting life and property, and for performing other Sheriff's Office related activities including patrol, administration, investigation, court security, and crime prevention. This position shall assist the Sheriff in the responsible supervision of the agency. Receives moderate supervision and direction from the Sheriff.

**Job Qualifications**

- Must be 21 years of age.
- Must be a United States of America citizen.
- Must be a resident of the Commonwealth of Kentucky.
- Has never been convicted or is under indictment for a crime involving moral turpitude.

**Job Description**

Perform all essential job duties listed below and other related duties as assigned by the Sheriff. In the absence of the Sheriff, the Sheriff Captain shall assume day to day operations of the Franklin County Sheriff's Office.

**Job Duties**

District/Circuit court paper service.

- Serve warrants for felony/misdemeanor
- Serve civil/criminal/juvenile summons
- Serve domestic violence and emergency protective orders, some of which evict a person from a dwelling.
- Serve forcible detainers, garnishments, executions.
- Evict, on the order of the court, tenants from property. On occasion mediation and intervention is required between tenant and landlord.

(Page 2 of 4)

- The Sheriff Captain oversees the court paper service for the department and is first in command to delegate duties.
- The Sheriff Captain is armed at all times during the course of these duties and is a sworn peace officer in the state of Kentucky.

#### Courtroom Security

- Provide security for District/Circuit/Family Courts.
- Provide a secure environment for all those who attend the Courthouse.
- The Sheriff Captain oversees the courtroom security for the Office and is first in command to delegate duties.
- The Sheriff Captain is armed at all times during the course of these duties and is a sworn peace officer in the state of Kentucky.

#### Transportation of Prisoners

- Transport prisoners, both adult and juvenile, from one county to another
- Transport prisoners to state penitentiary facilities.
- Transport mentally ill persons to jail and or medical facilities for evaluations.
- Transport felony prisoners from other states back to Franklin County.
- The Sheriff Captain oversees the transportation of prisoners for the department and is first in command to delegate duties.
- The Sheriff Captain is armed at all times during the course of these duties and is a sworn peace officer in the state of Kentucky.

#### Traffic Patrol

- Patrol local, state, federal, and interstate highways.
- Issue citations for speeding, driving under the influence, and other traffic related offenses
- Work and investigate injury and non-injury accidents.

(Page 3 of 4)

- » Perform traffic control when necessary.
- » Assist motorist with vehicle problems.
- » Patrol high crime areas to detect and prevent criminal activity.
- » Respond to family disturbances and domestic violence calls or fights with in the county. The Captain mediates, disperses crowds and makes arrests when needed.
- » Locate, arrest, cite, any and all persons involved in criminal activity.
- » The Sheriff Captain oversees the traffic patrol for the department and is first in command to delegate duties.
- » The Sheriff Captain is armed at all times during the course of these duties and is a sworn peace officer in the state of Kentucky.

#### Investigations

- » Investigate felony and misdemeanor thefts, robberies, burglaries and any other criminal activity that occurs within our jurisdiction.
- » Take reports and follow up on leads.
- » Recover stolen items.
- » Locate, arrest, cite, any and all persons involved in criminal activity.
- » Prepare cases for court.
- » Assist in the prosecution of accused.
- » Execute search warrants on homes, properties, and autos.
- » Participate in surveillance and undercover drug operations.
- » The Sheriff Captain is armed at all times during the course of these duties and is a sworn peace officer in the state of Kentucky.

#### Training

- » Attends required training sessions by DOJT.
- » Attends any required in-house training by the Office such as firearms

(Page 4 of 4)

qualification, domestic violence, driving, and communicable diseases.

- The Sheriff Captain oversees the weapons qualification range.
- The Sheriff Captain is armed at all times during the course of these duties and is a sworn peace officer in the state of Kentucky.
- Oversees State and Federal OSHA requirements for the agency.

Office/clerical/administrative

- Assist in collecting property taxes.
- Inspect out of state vehicles
- Delivers fee account deposits and some tax account deposits to the appropriate bank.
- Answer phones when necessary
- Dispatch calls on the Sheriff's radio channel.
- Handle walk-in complaints to the Sheriff Office.
- Complete reports, file reports, time sheets, schedules, and other day to day paperwork.
- The Sheriff Captain is armed at all times during the course of these duties and is a sworn peace officer in the state of Kentucky.

**LEGAL REQUIREMENTS:** An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

Kentucky Wage and Hour Overtime Status: Non-Exempt

*The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.*

(Page 1 of 2)

**KENTUCKY RETIREMENT SYSTEMS**

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**Form 7025**  
Revised 09/2010

**Position Questionnaire****Instructions**

To petition the Board for approval of hazardous duty positions for KERS employees, complete Sections 1 and 3.  
To petition for CERS employees with a CERS participation date prior to 9/1/2008, complete Sections 1 and 3.  
To petition for CERS employees with a CERS participation date on or after 9/1/2008, complete Sections 2 and 3.

**Section 1: For KERS Employees or Employees With a CERS Participation Date Prior to September 1, 2008**Employer: FRANKLIN COUNTY FISCAL COURTPosition Title: Sheriff Detective

Is this position required to have Peace Officer Professional Standards and Certification? ☒ Yes ☐ No

If no, is this position required to carry a firearm? ☒ Yes ☐ No

Does this position require active fire suppression or prevention? ☐ Yes ☒ No

**Section 2: For Employees With a CERS Participation Date On or After September 1, 2008**Employer: FRANKLIN COUNTY FISCAL COURTPosition Title: Sheriff Detective

Please select the appropriate classification and answer all that are applicable.

☐ Police Officer

☐ Firefighter Does this position require active fire suppression? ☐ Yes ☐ No

☐ Paramedic

☐ Correctional Officer Does this position routinely require face to face contact with inmates? ☐ Yes ☐ No

☒ Other Specify: Sheriff Detective

Is this position required to have Peace Officer Professional Standards and Certification? ☒ Yes ☐ No

If no, is this position required to carry a firearm? ☐ Yes ☐ No

☐ Emergency Medical Technician (If this position is selected please complete the remainder of this page, if not skip to page 2.)

Does this position require frequent exposure to a high degree of danger or peril? ☐ Yes ☐ No

Does this position require a high degree of physical conditioning? ☐ Yes ☐ No

Are the employee's duties primarily clerical or administrative? ☐ Yes ☐ No

Position Duty: Clerical or Administrative (Complete only if EMT is selected):

Percentage of Time Spent: \_\_\_\_\_

Description of Duties:

Agency Head Signature: Hub WellsDate: 3/17/21Agency Head Title: CO. Judge E.H.

Page 1

(Page 2 of 2)

Employer: FRANKLIN COUNTY FISCAL COURT

Position Title: Sheriff Detective

**Section 3: For All Positions**

1. List the exact position title as it appears on your job description.
2. List the position's duties (i.e. training, field duties, etc.), the percentage of time spent performing each duty (percentages must equal 100% including the clerical/administrative duties on the first page (for EMT positions), and a description of each duty in the box provided.
3. BE AS DETAILED AS POSSIBLE. The Board of Trustees will use this document in determining if the position meets the definition of hazardous duty per KRS 61.592.

Position Duty: Sheriff Detective

Percentage of Time Spent: 10%

Description of Duties:

District/Circuit court paper service

Serve warrants for felony/misdemeanor, serve civil/criminal/juvenile summons, serve domestic violence and emergency protective orders, some of which evict a person from a dwelling, serve forcible detainers, garnishments, Evict on the order of the court, tenants from property. On occasion mediation and intervention is required between tenant and landlord. Armed at all times during the course of these duties.

Position Duty: Sheriff Detective

Percentage of Time Spent: 80%

Description of Duties:

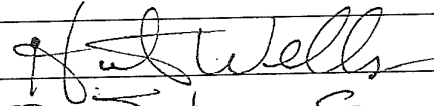
Patrol local, state, federal, and interstate highways, Issue citations. Work and investigate injury and non-injury accidents. Perform traffic control. Assist motorist with vehicle problems. Patrol high crime areas to detect and prevent criminal activity. Respond to family disturbances, domestic, mediates, disperses crowds and make arrests. Locate, arrest, cite any persons involved in criminal activity. Investigate felony, thefts, burglaries. Take reports and follow up on leads. Recover stolen items. Locate, cite, and arrest persons involved in criminal. Investigate felony, thefts, robberies and any other criminal activity. Take reports and follow up on leads. Assist in cases for prosecution of accused. Collect evidence and provide paperwork to court. Participate in surveillance and undercover drug operations. Conduct background investigations.

Position Duty: Sheriff Detective

Percentage of Time Spent: 10%

Description of Duties:

Assist in collecting property taxes. Insepect out of state vehicles. Delivers deposits. Dispatch calls. Handle walk-in complaints. Compete reports, file reports, timesheets, schedules and day to day paperwork.

Agency Head Signature: 

Date: 3/17/21

Agency Head Title: CO. Judge Ex.

Page 2



(Page 1 of 4)

**CLASS TITLE: Sheriff Detective**

**CHARACTERISTICS OF THE CLASS:** This is skilled and responsible work in the protection of life and property through the enforcement of laws and ordinances. The Sheriff Detective is responsible for maintaining law and order, for protecting life and property, and for performing other related activities including patrol, criminal investigation, and crime prevention. Receives immediate supervision and direction from the Sheriff Captain.

**Job Qualifications**

- Must be 21 years of age.
- Must be a United States of America citizen.
- Must be a resident of the Commonwealth of Kentucky.
- Has never been convicted or is under indictment for a crime involving moral turpitude.

**Job description**

Perform all essential job duties listed below and other related duties as assigned by the Sheriff.

**Job Duties**

District/Circuit court paper service

- Serve warrants for felony/misdemeanor
- Serve civil/criminal/juvenile summons
- Serve domestic violence and emergency protective orders, some of which evict a person from a dwelling.
- Serve forcible detainers, garnishments, executions.
- Evict, on the order of the court, tenants from property. On occasion mediation and intervention is required between tenant and landlord.
- Sheriff Detectives are armed at all times during the course of these duties and are sworn peace officers in the state of Kentucky.

**Courtroom Security**

- Provide security for District/Circuit/Family Courts.
- Provide a secure environment for all those who attend the Courthouse.
- Sheriff Detectives are armed at all times during the course of these duties and are sworn peace officers in the state of Kentucky.

#### Transportation of Prisoners

- Transport prisoners, both adult and juvenile, from one county to another.
- Transport prisoners to state penitentiary facilities.
- Transport mentally ill persons to jail and or medical facilities for evaluations.
- Transport felony prisoners from other states back to Franklin County.
- Sheriff Detectives are armed at all times during the course of these duties and are sworn peace officers in the state of Kentucky.

#### Traffic Patrol

- Patrol local, state, federal, and interstate highways.
- Issue citations for speeding, driving under the influence, and other traffic related offenses.
- Work and investigate injury and non-injury accidents.
- Perform traffic control when necessary.
- Assist motorist with vehicle problems.
- Patrol high crime areas to detect and prevent criminal activity.
- Respond to family disturbances and domestic violence calls or fights with in the county. The Sheriff Detective mediates, disperses crowds and makes arrests when needed.
- Locate, arrest, cite, any and all persons involved in criminal activity.
- Sheriff Detectives are armed at all times during the course of these duties and are sworn peace officers in the state of Kentucky.

#### Investigations

(Page 3 of 4)

- » Investigate felony and misdemeanor thefts, robberies, burglaries and any other criminal activity that occurs within our jurisdiction.
- » Take reports and follow up on leads.
- » Recover stolen items.
- » Locate, arrest, cite, any and all persons involved in criminal activity.
- » Prepare cases for court.
- » Assist in the prosecution of accused.
- » Sheriff Detectives collect evidence and get evidence and associated paperwork to evidence room.
- » Execute search warrants on homes, properties, and autos.
- » Participate in surveillance and undercover drug operations
- » Conduct background investigations on perspective employees for the department.
- » Sheriff Detectives are armed at all times during the course of these duties and are sworn peace officers in the state of Kentucky.

#### Training

- » Attends required training sessions by DOJT.
- » Attends any required in-house training by the Office such as firearms qualification, domestic violence, driving, and communicable diseases.
- » Sheriff Detectives are armed at all times during the course of these duties and are sworn peace officers in the state of Kentucky.

#### Office/clerical/administrative

- » Assist in collecting property taxes.
- » Inspect out of state vehicles
- » Delivers fee account deposits and some tax account deposits to appropriate bank

(Page 4 of 4)

- Answer phones when necessary
- Dispatch calls on the Sheriff's radio channel.
- Handle walk-in complaints to the Sheriff Office.
- Complete reports, file reports, time sheets, schedules, and other day to day paperwork.
- Sheriff Detectives are armed at all times during the course of these duties and are sworn peace officers in the state of Kentucky.

**LEGAL REQUIREMENTS:** An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

Kentucky Wage and Hour Overtime Status: Non-Exempt

*The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities*

(Page 1 of 2)

**KENTUCKY RETIREMENT SYSTEMS**

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**Form 7025**  
Revised 09/2010

**Position Questionnaire****Instructions**

- To petition the Board for approval of hazardous duty positions for KERS employees, complete Sections 1 and 3.  
To petition for CERS employees with a CERS participation date prior to 9/1/2008, complete Sections 1 and 3.  
To petition for CERS employees with a CERS participation date on or after 9/1/2008, complete Sections 2 and 3.

**Section 1: For KERS Employees or Employees With a CERS Participation Date Prior to September 1, 2008**Employer: FRANKLIN COUNTY FISCAL COURTPosition Title: Sheriff LieutenantIs this position required to have Peace Officer Professional Standards and Certification? ☒ Yes ☐ NoIf no, is this position required to carry a firearm? ☒ Yes ☐ NoDoes this position require active fire suppression or prevention? ☐ Yes ☒ No**Section 2: For Employees With a CERS Participation Date On or After September 1, 2008**Employer: FRANKLIN COUNTY FISCAL COURTPosition Title: Sheriff Lieutenant

Please select the appropriate classification and answer all that are applicable.

☐ Police Officer☐ Firefighter Does this position require active fire suppression? ☐ Yes ☐ No☐ Paramedic☐ Correctional Officer Does this position routinely require face to face contact with inmates? ☐ Yes ☐ No☒ Other Specify: Sheriff LieutenantIs this position required to have Peace Officer Professional Standards and Certification? ☒ Yes ☐ NoIf no, is this position required to carry a firearm? ☐ Yes ☐ No☐ Emergency Medical Technician (If this position is selected please complete the remainder of this page, if not skip to page 2.)Does this position require frequent exposure to a high degree of danger or peril? ☐ Yes ☐ NoDoes this position require a high degree of physical conditioning? ☐ Yes ☐ NoAre the employee's duties primarily clerical or administrative? ☐ Yes ☐ No

Position Duty: Clerical or Administrative (Complete only if EMT is selected):

Percentage of Time Spent: \_\_\_\_\_

Description of Duties:

Agency Head Signature: [Signature]Date: 3/17/21Agency Head Title: Co. Subgr Ex.

Page 1

(Page 2 of 2)

Employer: **FRANKLIN COUNTY FISCAL COURT**Position Title: **Sheriff Lieutenant****Section 3: For All Positions**

1. List the exact position title as it appears on your job description.
2. List the position's duties (i.e. training, field duties, etc.), the percentage of time spent performing each duty (percentages must equal 100% including the clerical/administrative duties on the first page (for EMT positions), and a description of each duty in the box provided.
3. BE AS DETAILED AS POSSIBLE. The Board of Trustees will use this document in determining if the position meets the definition of hazardous duty per KRS 61.592.

Position Duty: **Sheriff Lieutenant**Percentage of Time Spent: **10%**

## Description of Duties:

District/Circuit court paper service

Serve warrants for felony/misdemeanor, serve civil/criminal/juvenile summons, serve domestic violence and emergency protective orders, some of which evict a person from a dwelling, serve forcible detainers, garnishments, Evict on the order of the court, tenants from property. On occasion mediation and intervention is required between tenant and landlord. Armed at all times during the course of these duties.

Position Duty: **Sheriff Lieutenant**Percentage of Time Spent: **70%**

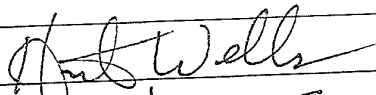
## Description of Duties:

Patrol local, state, federal, and interstate highways, Issue citations. Work and investigate injury and non-injury accidents. Perform traffic control. Assist motorist with vehicle problems. Patrol high crime areas to detect and prevent criminal activity. Respond to family disturbances, domestic, mediates, disperses crowds and make arrests. Locate, arrest, cite any persons involved in criminal activity. Investigate felony, thefts, burglaries. Take reports and follow up on leads. Recover stolen items. Locate, cite, and arrest persons involved in criminal. Prepare cases for court. Assist in prosecution. Execute search warrants. Participate in surveillance and undercover drug operations.

Position Duty: **Sheriff Lieutenant**Percentage of Time Spent: **20%**

## Description of Duties:

Assist in collecting property taxes. Insepect out of state vehicles. Delivers deposits. Dispatch calls. Handle walk-in complaints. Compete reports, file reports, timesheets, schedules and day to day paperwork.

Agency Head Signature: Date: **3/17/21**Agency Head Title: **CO. Judge Ex.**

Page 2

(Page 1 of 4)

**CLASS TITLE: Sheriff Lieutenant**

**CHARACTERISTICS OF THE CLASS:** This is very skilled and responsible work in the protection of life and property through the enforcement of laws and ordinances. The Sheriff Lieutenant is responsible for maintaining law and order, for protecting life and property, and for performing other Sheriff's Office related activities including patrol, administration, investigation, court security, and crime prevention. This position shall assist the Sheriff Captain and the Sheriff in the responsible supervision of the agency. Receives moderate supervision from the Sheriff and direct supervision from the Sheriff Captain.

**Job Qualifications**

- Must be 21 years of age.
- Must be a United States of America citizen.
- Must be a resident of the Commonwealth of Kentucky.
- Has never been convicted or is under indictment for a crime involving moral turpitude.

**Job Description**

Perform all essential job duties listed below and other related duties as assigned by the Sheriff. In the absence of Sheriff Captains and the Sheriff, the Sheriff Lieutenant may assume day to day operations of the Franklin County Sheriff's Office.

**Job Duties****District/Circuit court paper service**

- Serve warrants for felony/misdemeanor
- Serve civil/criminal/juvenile summons
- Serve domestic violence and emergency protective orders, some of which evict a person from a dwelling.
- Serve forcible detainers, garnishments, executions.
- Evict, on the order of the court, tenants from property. On occasion mediation and intervention is required between tenant and landlord.

(Page 2 of 4)

- The Sheriff Lieutenant oversees the court paper service for the department and is first in command to delegate duties.
- The Sheriff Lieutenant is armed at all times during the course of these duties and is a sworn peace officer in the state of Kentucky.

#### Courtroom Security

- Provide security for District/Circuit/Family Courts.
- Provide a secure environment for all those who attend the Courthouse.
- The Sheriff Lieutenant oversees the courtroom security for the Office and is second in command to delegate duties.
- The Sheriff Lieutenant is armed at all times during the course of these duties and is a sworn peace officer in the state of Kentucky.

#### Transportation of Prisoners

- Transport prisoners, both adult and juvenile, from one county to another
- Transport prisoners to state penitentiary facilities.
- Transport mentally ill persons to jail and or medical facilities for evaluations.
- Transport felony prisoners from other states back to Franklin County.
- The Sheriff Lieutenant oversees the transportation of prisoners for the department and is second in command to delegate duties.
- The Sheriff Lieutenant is armed at all times during the course of these duties and is a sworn peace officer in the state of Kentucky.

#### Traffic Patrol

- Patrol local, state, federal, and interstate highways.
- Issue citations for speeding, driving under the influence, and other traffic related offenses
- Work and investigate injury and non-injury accidents.



(Page 3 of 4)

- Perform traffic control when necessary.
- Assist motorist with vehicle problems.
- Patrol high crime areas to detect and prevent criminal activity.
- Respond to family disturbances and domestic violence calls or fights with in the county. The Sheriff Lieutenant mediates, disperses crowds and makes arrests when needed.
- Locate, arrest, cite, any and all persons involved in criminal activity.
- The Sheriff Lieutenant oversees the traffic patrol for the department and is second in command to delegate duties.
- The Sheriff Lieutenant is armed at all times during the course of these duties and is a sworn peace officer in the state of Kentucky.

#### Investigations

- Investigate felony and misdemeanor thefts, robberies, burglaries and any other criminal activity that occurs within our jurisdiction.
- Take reports and follow up on leads.
- Recover stolen items.
- Locate, arrest, cite, any and all persons involved in criminal activity.
- Prepare cases for court.
- Assist in the prosecution of accused.
- Execute search warrants on homes, properties, and autos.
- Participate in surveillance and undercover drug operations.
- The Sheriff Lieutenant is armed at all times during the course of these duties and is a sworn peace officer in the state of Kentucky.

#### Training

- Attends required training sessions by DOJT.
- Attends any required in-house training by the Office such as firearms

qualification, domestic violence, driving, and communicable diseases.

- The Sheriff Lieutenant oversees the weapons qualification range.
- The Sheriff Lieutenant is armed at all times during the course of these duties and is a sworn peace officer in the state of Kentucky.
- Oversees State and Federal OSHA requirements for the agency.

Office/clerical/administrative

- Assist in collecting property taxes.
- Inspect out of state vehicles
- Delivers fee account deposits and some tax account deposits to the appropriate bank.
- Answer phones when necessary
- Dispatch calls on the Sheriff's radio channel.
- Handle walk-in complaints to the Sheriff Office.
- Complete reports, file reports, time sheets, schedules, and other day to day paperwork.
- The Sheriff Lieutenant is armed at all times during the course of these duties and is a sworn peace officer in the state of Kentucky.

**LEGAL REQUIREMENTS:** An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

Kentucky Wage and Hour Overtime Status: **Non-Exempt**

*The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.*



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**Form 7025**  
 Revised 09/2010

### Position Questionnaire

#### Instructions

- To petition the Board for approval of hazardous duty positions for KERS employees, complete Sections 1 and 3.  
 To petition for CERS employees with a CERS participation date prior to 9/1/2008, complete Sections 1 and 3.  
 To petition for CERS employees with a CERS participation date on or after 9/1/2008, complete Sections 2 and 3.

#### Section 1: For KERS Employees or Employees With a CERS Participation Date Prior to September 1, 2008

Employer: OKOLONA FIRE DISTRICT

Position Title:

Emergency Medical Services Field Supervisor; Paramedic

Is this position required to have Peace Officer Professional Standards and Certification? ☐ Yes ☒ No

If no, is this position required to carry a firearm? ☐ Yes ☒ No

Does this position require active fire suppression or prevention? ☐ Yes ☒ No

#### Section 2: For Employees With a CERS Participation Date On or After September 1, 2008

Employer: OKOLONA FIRE DISTRICT

Position Title:

Emergency Medical Services Field Supervisor; Paramedic

Please select the appropriate classification and answer all that are applicable.

☐ Police Officer

☐ Firefighter Does this position require active fire suppression? ☐ Yes ☐ No

☒ Paramedic

☐ Correctional Officer Does this position routinely require face to face contact with inmates? ☐ Yes ☐ No

☐ Other Specify: \_\_\_\_\_

Is this position required to have Peace Officer Professional Standards and Certification? ☐ Yes ☐ No

If no, is this position required to carry a firearm? ☐ Yes ☐ No

☐ Emergency Medical Technician (If this position is selected please complete the remainder of this page, if not skip to page 2.)

Does this position require frequent exposure to a high degree of danger or peril? ☐ Yes ☐ No

Does this position require a high degree of physical conditioning? ☐ Yes ☐ No

Are the employee's duties primarily clerical or administrative? ☐ Yes ☐ No

Position Duty: Clerical or Administrative (Complete only if EMT is selected):

Percentage of Time Spent: \_\_\_\_\_

Description of Duties:

Agency Head Signature: Mark Little Chief Mark Little

Date: March 23, 2021

Agency Head Title: Chief

(Page 2 of 2)

Employer: **OKOLONA FIRE DISTRICT**Position Title: Emergency Medical Services Field Supervisor, Paramedic**Section 3: For All Positions**

1. List the exact position title as it appears on your job description.
2. List the position's duties (i.e. training, field duties, etc.), the percentage of time spent performing each duty (percentages must equal 100% including the clerical/administrative duties on the first page (for EMT positions), and a description of each duty in the box provided.
3. BE AS DETAILED AS POSSIBLE. The Board of Trustees will use this document in determining if the position meets the definition of hazardous duty per KRS 61.592.

Position Duty: Responds to emergency medical calls and provides emergency medical treatment.Percentage of Time Spent: 50%

## Description of Duties:

Responds to emergency medical calls, assesses the situation and obtains an advanced physical examination of the patient. Provides advanced emergency care at the scene and during transport to the hospital. Utilizes necessary medical equipment to treat the patient and ascertains the extent of their injuries or illness. Communicates with the medical care facility receiving the patient about the patient's condition, status and arrival time. Treatment could include intravenous access to deliver medications and interpretation of EKG's. Responds to major incidents involving mass casualties.

Position Duty: Training and physical fitness program as mandated by fire district policy.Percentage of Time Spent: 30%

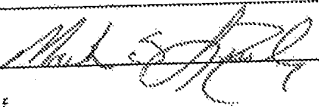
## Description of Duties:

Attends and participates in training to learn/maintain job related skills and knowledge. Fire district policy requires employees to engage in physical fitness training 2.5 hours per week.

Position Duty: Administrative DutiesPercentage of Time Spent: 20%

## Description of Duties:

Administrative/Support functions are secondary to emergency medical response, meaning that when a medical emergency is reported the employee ceases performance of Administrative functions in order to respond to the medical emergency. Administrative duties include, but are not limited to, supervising assigned shifts, assuring resources are available for emergency response, coordinates in-service training, assists in implementing a Clinical Performance Improvement Plan, assists with medical supply inventory purchasing and reviews patient care documents.

Agency Head Signature: 

Chief Mark Little

Date: March 23, 2021Agency Head Title: Chief

Page 2

**OKOLONA FIRE PROTECTION DISTRICT  
8501 PRESTON HIGHWAY  
LOUISVILLE KENTUCKY, 40219**

**JOB DESCRIPTION  
EMERGENCY MEDICAL SERVICES FIELD SUPERVISOR; PARAMEDIC**

**CHARACTERISTICS OF THE WORK**

- Responds to an emergency call, assesses the situation, obtains a basic medical history and advanced physical examination of the patient. Provides advanced emergency care at the scene and during transport to the hospital. Utilizes necessary medical equipment to treat the patient and ascertains the extent of their injuries or illness. Communicates with the medical care facility receiving the patient about the patient's condition, status and arrival time.
- Assists the on-duty Battalion Chief in overseeing all daily operational aspects of Emergency Medical Services (hereinafter EMS) in addition to supervising assigned shifts; assuring adequate resources are available and respond to emergencies.
- Responds to major incidents involving mass casualties and multi-agency operations and operates at those incidents as part of a multi-agency unified command as directed by the Incident Commander.
- Assumes leadership of EMS in the absence of the EMS Division Chief.
- Completes and maintains certification in the Kentucky Board of EMS approved EVOC/Defensive driving course that includes at least four hours of driver training and education every two years [202 KAR 7:560 - or any subsequent requirements in most recent relevant KAR].
- Maintains knowledge and familiarity of each EMS vehicle and ensures readiness at the beginning and end of each shift in accordance with Kentucky Administrative Regulations.
- Reports errors, "close calls" (potential errors) to the EMS Division Chief or through the designated reporting mechanism.
- Elicits patients' and families' feedback about safety.
- Employee must be able to multi-task providing patient care and directing on scene emergency responses. Must also be willing to work in less than desirable work environments while providing patient care.
- Position frequently requires working in an environment containing blood, body tissues or fluids, seasonal conditions in outside weather, hazardous materials, loud or unpleasant noises, high humidity or wetness and electrical hazards.
- Provides advanced life support care to patients who are ill and/or injured. Transports and transfers patients and assesses the extent of an illness or injury to establish and prioritize medical procedures to follow. Applies artificial respiration or administers oxygen in cases of suffocation and asphyxiation, dispenses antiseptic solution to prevent infection, starts and administers intravenous fluids and performs other emergency medical procedures during the ambulance ride.
- Primary work atmosphere consists of ensuring daily operations have the resources needed in order to meet operational goals and expectations. The position also requires the ability to work in austere environments while providing patient care. A certain amount of stress is usually involved.

EXAMPLES OF THE WORK

- Respond to incidents for the purposes of engaging in emergency medical activities, promoting life safety, incident stabilization and property/environmental conservations.
- Attends training, drills, and classes to learn and retain skills appropriate for assigned tasks.
- Works in conjunction with the OFPD Training Officer to coordinate in-service medical training opportunities, topics and schedules.
- Assists the EMS Division Chief in implementing a Clinical Performance Improvement Plan (CPIP): ensuring that data-driven performance management and quality improvement programs are designed and implemented in a manner that aligns with the organization's overall strategy; including but not limited to research and developing, working with command staff to develop long-term goals, communicating the strategic vision, scope and mission.
- Utilize the Determination of Death Protocol as set forth in 202 KAR 7:401 and KRS 311A.185 (or any subsequent requirements in most recent relevant KAR or KRS).
- Pursuant to KRS 311A.195, ability to make an assessment if a patient is exhibiting symptoms consistent with anaphylactic reaction and administer epinephrine consistent with medical protocol (or any subsequent requirements in most recent relevant KAR or KRS).

KNOWLEDGE, ABILITIES AND SKILLS NECESSARY TO THE WORK

- Shall quickly respond to the ambulance, access patients in difficult terrain, climb stairs, work in close and dangerous environments and must be able with a partner to carry equipment and patients.
- Operate within the Incident Command System as directed by the Incident Commander.
- Reports to the Deputy Chief and EMS Division Chief for the general oversight of EMS conflict cases in order to ensure timely processing of investigations, documentation and counseling.
- Uses tact and diplomacy to effectively communicate with the public and department personnel.
- Must be able to perform strenuous physical requirements such as CPR, lifting and moving of equipment and patients in a variety of environmental conditions. Must be able to swim at the basic survival level.
- Shall perform required medical skills and techniques, such as bandaging, splinting, establishing an IV, performing endotracheal intubation and other advanced airway techniques, manual defibrillation and pleural decompression (this is not intended to be a list of all required medical skills and techniques).
- Must have correctable vision acceptable for day and night operation of emergency vehicles, must have color acuity adequate for determination of skin and blood color. Must be able to read medication dosages on drug labels and syringes.
- Must be able to hear and understand information provided by patients, family or bystanders; must be able to hear breath sounds and accurately determine auscultated blood pressures; must be able to differentiate separate conversations in active, distracting environments; must be able to hear and understand radio traffic when responding with lights and sirens.
- Shall be able to speak and enunciate clearly and at a level audible to others in loud conditions; speak clearly in stressful situations; verbally communicate with patients, families and other emergency personnel.
- Ensures, through competency and training, the successful performance of the following duties: patient assessment, intravenous therapy, cardiac management, cardiac monitor and defibrillator usage as well

as other medical equipment as mandated by protocol and medical director, trauma management, medical emergency management, patient care reports as well as other necessary run reporting requirements, scene safety, additional resource request, participates as directed within training limits and if applicable in special operation scenes and training.

- Demonstrate leadership ability, excellent communication skills, able to utilize problem-solving techniques, decisive, demonstrate skill in recognizing and appraising skills of others, able to delegate and supervise. Extensive knowledge of emergency medical services principles, techniques, laws and regulations and human resource administrative principles and practices.
- Conducts investigations and reports to the Deputy Chief and EMS Division Chief regarding EMS personnel complaints or in response to complaints about emergency medical services provided or safety procedures followed by OFPD personnel. Pursuant to KRS 75.130, recommends disciplinary action when appropriate.
- Serves within the ICS, as assigned by the incident commander and within training limits, on large scale incidents or other incidents that require supervisory response and management presence.
- Assists the EMS Division Chief with the inventory and purchase of medical supplies.
- Review patient care documents for documentation and clinical completeness or errors; to better provide for safe and efficient patient care, in the absence of the EMS Division Chief.

#### MINIMUM REQUIREMENTS

- High School Diploma or GED [202 KAR 7:401 - or any subsequent requirements in most recent KAR].
- Understand, read, speak and write the English language with a comprehension and performance level equal to at least the ninth grade of education, otherwise known as Level 4 [202 KAR 7:401 - or any subsequent requirements in most recent relevant KAR].
- Current unrestricted Paramedic KBEMS license [202 KAR 7:401 - or any subsequent requirements in most recent relevant KAR].
- Valid Advanced Cardiac Life Support Certification (ACLS) through the American Heart Association.
- Valid Basic Life Support Certification (BLS) through the American Heart Association.
- Hold a valid driver's license in any state or territory of the United States [202 KAR 7:560 - or any subsequent requirements in most recent relevant KAR].
- Be at least eighteen (18) years of age [202 KAR 7:560 & 202 KAR 7:401- or any subsequent requirements in most recent relevant KAR].
- Adhere to the protocols established by KRS Chapter 311A and 202 KAR Chapter 7 [202 KAR 7:701 - or any subsequent requirements in most recent relevant KAR and KRS].
- Ability to perform any of the skills and procedures consistent with the current National Highway Traffic Safety Administration National EMS Scope of Practice Model [202 KAR 7:701 - or any subsequent requirements in most recent relevant KAR].
- Pursuant to KRS 311A.175, a paramedic is presumed to know the standards of practice for his or her level of licensure (or any subsequent requirements in most recent relevant KRS).

(Page 4 of 4)

#### SPECIAL REQUIREMENTS

- Other Certifications and Specialty Training as required by the Kentucky Board of EMS.
- ICS-100 and 200.
- Shall comply with the OFPD Physical Fitness Policy.
- Shall comply with all OFPD policies required by 202 KAR 7:555 (or any subsequent requirements in most recent relevant KAR) and all other OFPD EMS policies, rules, regulations and handbooks.
- Pursuant to KBEMS and relevant KAR, valid continuing education that includes completion of training covering the recognition and prevention of pediatric abusive head trauma.
- Valid Pediatric Advanced Life Support Certifications (PALS) through the American Heart Association.
- Shall work under direction of the OFPD Fire Chief and shall be subject to all orders and commands of the OFPD Board of Trustees and Fire Chief and shall follow the OFPD Chain of Command.

#### DESIRABLE QUALIFICATIONS

- Minimum of 3 years employed as a Paramedic.
- Kentucky Educator Level 2 or 3.
- National Association of EMS Educators Level 1.
- Excellent communication skills (verbal and written).
- American Heart Association: BLS Instructor, ACLS Instructor, PALS Instructor & PEARS Instructor.



(Page 1 of 2)

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**Form 7025**  
Revised 09/2010

**Position Questionnaire****Instructions**

To petition the Board for approval of hazardous duty positions for KERS employees, complete Sections 1 and 3.  
To petition for CERS employees with a CERS participation date prior to 9/1/2008, complete Sections 1 and 3.  
To petition for CERS employees with a CERS participation date on or after 9/1/2008, complete Sections 2 and 3.

**Section 1: For KERS Employees or Employees With a CERS Participation Date Prior to September 1, 2008**Employer: **HEBRON FIRE PROTECTION DISTRICT**Position Title: Firefighter/EMS CoordinatorIs this position required to have Peace Officer Professional Standards and Certification? ☐ Yes ☐ NoIf no, is this position required to carry a firearm? ☐ Yes ☐ NoDoes this position require active fire suppression or prevention? ☒ Yes ☐ No**Section 2: For Employees With a CERS Participation Date On or After September 1, 2008**Employer: **HEBRON FIRE PROTECTION DISTRICT**Position Title: Firefighter/EMS Coordinator

Please select the appropriate classification and answer all that are applicable.

☐ Police Officer☒ Firefighter Does this position require active fire suppression? ☒ Yes ☐ No☒ Paramedic☐ Correctional Officer Does this position routinely require face to face contact with inmates? ☐ Yes ☐ No☐ Other Specify: \_\_\_\_\_Is this position required to have Peace Officer Professional Standards and Certification? ☐ Yes ☐ NoIf no, is this position required to carry a firearm? ☐ Yes ☐ No☐ Emergency Medical Technician (If this position is selected please complete the remainder of this page, if not skip to page 2.)Does this position require frequent exposure to a high degree of danger or peril? ☐ Yes ☐ NoDoes this position require a high degree of physical conditioning? ☐ Yes ☐ NoAre the employee's duties primarily clerical or administrative? ☐ Yes ☐ No

Position Duty: Clerical or Administrative (Complete only if EMT is selected):

Percentage of Time Spent: \_\_\_\_\_

Description of Duties:

Agency Head Signature: Andy SellDate: 2-11-2021Agency Head Title: Chief

Page 1

(Page 2 of 2)

Employer: **HEBRON FIRE PROTECTION DISTRICT**Position Title: Firefighter / EMS Coordinator**Section 3: For All Positions**

1. List the exact position title as it appears on your job description.
2. List the position's duties (i.e. training, field duties, etc.), the percentage of time spent performing each duty (percentages must equal 100% including the clerical/administrative duties on the first page (for EMT positions), and a description of each duty in the box provided.
3. BE AS DETAILED AS POSSIBLE. The Board of Trustees will use this document in determining if the position meets the definition of hazardous duty per KRS 61.592.

Position Duty: Field DutiesPercentage of Time Spent: 50%

Description of Duties:

- Respond to fires and other emergencies
- Performs all functions and job duties of Firefighter/Medic
- Perform firefighting, rescue, HazMat, and EMS, as required
- Conduct department trainings

Position Duty: AdministrativePercentage of Time Spent: 35%

Description of Duties:

- Prepare and maintain reports
- Assist in planning and coordination of EMS activities
- Assists with formulation of policies and guidelines
- Oversee the Quality Assurance program for EMS
- Act as liaison to the Medical Program Director
- Attends all required meetings

Position Duty: TrainingPercentage of Time Spent: 15%


Description of Duties:

- Attends training classes related to job duties

Agency Head Signature: Andy ScottDate: 2-11-2021Agency Head Title: CHIEF

Page 2

(Page 1 of 4)

	<b>CHAPTER 4</b>	
	<b>Policy Number</b> 1207-4.16	<b>Effective Date</b> 12-2007
<b>Title / Subject:</b>		<b>General Job Description</b> <b>Firefighter/EMS Coordinator</b>
<b>Revision Date:</b> 12-1- 2020		<b>Identifier:</b> Personnel Job Descriptions

This Job Description is intended to describe the general content of, and, the requirements for the performance of this job classification. It is not to be construed as an exhaustive statement of the duties, requirements, or responsibilities.

Reports to: Assistant Chief EMS/Administration

**Characterizations of the Class:**

- This is skilled and responsible work assisting in the administration, supervision, and technical oversight of Emergency Medical Services within the HFPD.
- A RFTE and/or VME in this class will assist in the planning, and coordinating the activities of the EMS for the HFPD. The HFPD work involves fire prevention and education, fire fighting, and emergency medical services.
- HFPD work involves performing hazardous tasks while fighting fires, providing emergency medical services and in performing routine tasks in the maintenance of HFPD facilities, tools and equipment fire prevention and education, firefighting, and emergency medical services.
- Work is typically administrative in nature with intermittent standing and stooping. Emergency response is performed along with the administrative functions for this position.
- Must be able to read and write the English language.
- Must be of good moral character.
- This position works under the general supervision of the HFPD Administration.

**Essential Functions and Responsibilities:**

- Responds to and assists in the emergency medical, fire prevention, and suppression duties of the HFPD.
- Assist in the planning and coordination of EMS activities for the HFPD.
- Assist with the creation and implementation of department policies and protocols.
- Oversee the Quality Assurance program for HFPD emergency medical services.
- Act as the liaison to the Medical Program Director regarding quality assurance and medical incident report review.
- Work during inclement weather and at varied hours of the day to assist in emergency medical and fire suppression activities.

General Job Description – Firefighter/EMS Coordinator # 1207-4.16  
6<sup>th</sup> Edition

- Enter environments that have the potential to be and/or known to be, immediately dangerous to life and health (IDLH) in order to perform firefighting, rescue and other assigned duties.
- Work at high elevations with potentially dangerous machinery and sharp tools.
- Communicate accurately with firefighters and officers, government agencies, and the general public regarding emergency medical activities and emergency response situations, including the accurate preparation of reports.
- Effectively supervise personnel in the performance of HFPD EMS activities, and provide adequate training as needed.
- Lift and carry in excess of 75 pounds.
- Must be able to perform the essential functions and job duties of the Firefighter/EMT-P.
- Must satisfactorily complete federal and state required Incident Command System (ICS) courses, as well as subsequent annual training.
- Utilize required personal protective clothing and/or gear in training, rescue, fire suppression, and EMS activities.
- Complete assigned tasks as directed and within a reasonable period of time.
- Work in a conscientious manner, observing all safety rules and precautions.
- Perform EMS duties consistent with licensed level of training and existing protocols.

**Additional Job Duties:**

- Oversee the EMS program for the HFPD.
- Oversee the annual EMS budget preparation.
- Oversee and coordinate EMS equipment purchasing.
- Respond to citizen complaints and inquiries concerning EMS activities.
- Plan for and recommend the purchase of necessary supplies and equipment for the HFPD.
- Assist in the oversight, proper maintenance, and inventory of all HFPD equipment.
- Safely care for and use necessary fire and EMS equipment in the performance of duties.
- Assist in the planning for and the training of HFPD personnel in the proper use of HFPD EMS equipment.
- Plan and supervise the implementation of community education programs.
- Participate in approved fire and EMS training courses.

**Knowledge, Skills, and Abilities Desired:**

- Geographic knowledge of the district.
- Possess knowledge of state, and local laws and ordinances concerning EMS, fire suppression, and prevention. Knowledge of basic administrative procedures, and be able apply them on a HFPD basis.

- Knowledge of equipment used by HFPD including computers.
- Possess the ability to establish and maintain effective working relationships with other district RFTE and VME and officers, government agencies, and the public.
- Possess the ability to communicate effectively, including the accurate preparation of reports.
- Possess the ability to effectively supervise all RFTE and VME in the performance of HFPD EMS activities.
- Ability to properly train fire personnel in the safe care and use of HFPD equipment.
- Possess the ability to analyze situations and act quickly and efficiently.
- Ability to operate emergency motor vehicles at all times, in a safe manner, practices and applicable local, state, and federal laws.
- Possess a general knowledge of personal computers.

**Desirable Training and Experience:**

- Certification by the Kentucky Fire Commission as a firefighter and certification by the Kentucky Board of Emergency Medical Services as an emergency medical technician - paramedic (EMT-P), supplemented by annual training, and/or any combination of training and experience which provides the desired knowledge, skills, and abilities.
- Kentucky EMT Instructor
- ACLS Instructor
- PALS Instructor
- Associate Degree or higher in Fire Science, Fire Administration, Business Administration, Political Science, or related field.
- Completion of continuing education units to maintain certifications or any combination of training and experience that provides the desired knowledge, skills, and abilities.
- Ten years of EMS experience, five of those years as an EMT-P

**Necessary Special Requirements:**

- Possession of a valid vehicle operator's license
- Minimum of a High School Diploma or equivalent
- RFTE not currently on probation

**Legal Requirements:**

- An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, local ordinances, and HFPD policies with regards to a person in this classification.

**Environmental Hazards:**

- Exposure to fumes and smoke requiring the use of Self Contained Breathing Apparatus (S.C.B.A.).
- Exposure to heated items, sharp items, potential falls, and blood borne pathogens requiring the use of Personal Protective Equipment (P.P.E.), such as helmet, coats, pants, boots, gloves, masks, and gowns.
- Exposure to hazardous chemicals, including skin absorption, requiring the use of specialized hazardous materials protective ensembles, is possible.

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**Form 7025**  
Revised 09/2010

**Position Questionnaire****Instructions**

To petition the Board for approval of hazardous duty positions for KERS employees, complete Sections 1 and 3.

To petition for CERS employees with a CERS participation date prior to 9/1/2008, complete Sections 1 and 3.

To petition for CERS employees with a CERS participation date on or after 9/1/2008, complete Sections 2 and 3.

**Section 1: For KERS Employees or Employees With a CERS Participation Date Prior to September 1, 2008**

Employer: HEBRON FIRE PROTECTION DISTRICT

Position Title: Battalion Chief - EMT

Is this position required to have Peace Officer Professional Standards and Certification? ☐ Yes ☒ No

If no, is this position required to carry a firearm? ☐ Yes ☒ No

Does this position require active fire suppression or prevention? ☒ Yes ☐ No

**Section 2: For Employees With a CERS Participation Date On or After September 1, 2008**

Employer: HEBRON FIRE PROTECTION DISTRICT

Position Title: Battalion Chief - EMT

Please select the appropriate classification and answer all that are applicable.

☐ Police Officer

☒ Firefighter Does this position require active fire suppression? ☒ Yes ☐ No

☐ Paramedic

☐ Correctional Officer Does this position routinely require face to face contact with inmates? ☐ Yes ☐ No

☐ Other Specify: \_\_\_\_\_

Is this position required to have Peace Officer Professional Standards and Certification? ☐ Yes ☐ No

If no, is this position required to carry a firearm? ☐ Yes ☐ No

☐ Emergency Medical Technician (If this position is selected please complete the remainder of this page, If not skip to page 2.)

Does this position require frequent exposure to a high degree of danger or peril? ☐ Yes ☐ No

Does this position require a high degree of physical conditioning? ☐ Yes ☐ No

Are the employee's duties primarily clerical or administrative? ☐ Yes ☐ No

Position Duty: Clerical or Administrative (Complete only if EMT is selected):

Percentage of Time Spent: \_\_\_\_\_

Description of Duties:

Agency Head Signature: [Signature]

Date: 2/12/2021

Agency Head Title: Chief

(Page 2 of 2)

Employer: **HEBRON FIRE PROTECTION DISTRICT**

Position Title:

*Battalion Chief - EMT***Section 3: For All Positions**

1. List the exact position title as it appears on your job description.

2. List the position's duties (i.e. training, field duties, etc.), the percentage of time spent performing each duty (percentages must equal 100% including the clerical/administrative duties on the first page (for EMT positions), and a description of each duty in the box provided.

3. BE AS DETAILED AS POSSIBLE. The Board of Trustees will use this document in determining if the position meets the definition of hazardous duty per KRS 61.592.

Position Duty: *Field Duties*Percentage of Time Spent: *50%*

Description of Duties:

- Respond to fires and other emergencies
- Conduct fire safety inspections and public education
- Coordinate and perform fire investigations
- Perform firefighting, rescue, HazMat, and EMS, as required
- Conduct department trainings
- Serve as incident commander when needed

Position Duty: *Administrative*Percentage of Time Spent: *35%*

Description of Duties:

- Prepare and maintain reports
- Manages complaints, disciplines, and other related concerns
- Assists with formulation of policies and guidelines
- Assists in planning and administering department budget
- Attends all required meetings

Position Duty: *Training*Percentage of Time Spent: *15%*

Description of Duties:

- Attends training classes related to job duties

Agency Head Signature:

*Darby Seidl*

Date:

*2/11/2021*


Agency Head Title:

*CHIEF*

Page 2



(Page 1 of 4)

	<b>CHAPTER 4</b>	
	<b>Policy Number</b> 0901-4.11	<b>Effective Date</b> September 2019
<b>Title / Subject:</b> <b>General Job Description – Battalion Chief-EMT</b>		
<b>Revision Date:</b> September 2019		<b>Identifier:</b> Personnel Job Descriptions

This Job Description is intended to describe the general content of, and the requirements for the performance of this job classification. It is not to be construed as an exhaustive statement of the duties, requirements, or responsibilities.

**Reports to:** Assistant Chief and/or Fire Chief

**GENERAL RESPONSIBILITIES:**

- Under general supervision of the Assistant Chief and the Fire Chief, this is a supervisory position that fills, directs or coordinates the administration of a section of the department.
- Responds to fires and other emergencies.
- May act in various command functions as required or directed.
- Organizes and assigns work details, conducts training and drills, prepares and maintains reports and records.
- Conducts fire safety inspections and safety education presentations.
- Coordinates repair of apparatus and equipment. Manages complaints, discipline and other related concerns.
- Coordinates department activities with other Commanders.
- Completes work as assigned.
- The position of Battalion Chief is considered a "Chief Officer's" position within the department.

**ESSENTIAL JOB FUNCTIONS:**

- Assists with the formulation of policies and guidelines for the operation of the HFPD.
- Assists with the enforcement of ordinances, codes and regulations to assure the safety of the community.
- Supervises and coordinates the performance of fire and life safety inspections of properties in the jurisdiction.
- Coordinates the investigations to determine the cause of fires.
- Responds to fires and emergencies and directs activities at the scene of incidents as necessary.
- Enter environments that have the potential to be and/or known to be, immediately dangerous to life and health (IDLH) in order to perform firefighting, rescue and other assigned duties.

General Job Description – Battalion Chief # 0901-4.11  
6<sup>th</sup> Edition

- Work at high elevations with potentially dangerous machinery and sharp tools.
- Serves as the incident commander as required or directed.
- Assists in planning and administering the Department budget in accordance with program goals and objectives.
- Coordinates assigned personnel and their activities for the department.
- Oversees the development of programs for the department in assigned areas of responsibility.
- Plans and organizes the work schedule and priorities for assigned personnel.
- Attends all required meetings.
- Ensures that all necessary records and reports are properly completed, maintained and submitted as required.
- Evaluates and appraises the performance of assigned subordinates.
- Drafts for approval operating policies and guidelines for the department, in assigned areas of responsibility.
- Enforces department safety policies and procedures.
- Performs firefighting, rescue, HazMat and emergency medical services work as required.
- Performs other related work as assigned.
- Performs in the position of Battalion Chief (Battalion A, B or C), Battalion Chief (Fire Marshal), or Battalion Chief (Training/Safety Officer) as assigned.
- May be called in at any time for unscheduled or emergency work activities.

#### **MINIMUM QUALIFICATIONS:**

- Qualified candidates for an open position of Battalion Chief are limited to HFPD employees who have served a minimum of one year as a Captain.
- Must possess all training and educational requirements for promotion to the rank Battalion Chief.
- Qualified candidate must also possess and maintain a minimum EMS certification of EMT-B.
- Approval for promotion shall be made by the HFPD Board of Trustees with the recommendation of the Fire Chief.
- Fire/EMS Battalion Chiefs positions with the specific title and responsibility of "Training Battalion Chief" and "Fire Marshal" requires specialized education and experience. The HFPD may, at its discretion, hire from outside of the HFPD for those two positions.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Must possess extensive knowledge of the contents and provisions of the HFPD Policies and Procedures and the Boone County Fire Chief's Field Operating Guidelines (FOG).
- Must possess general knowledge of state and federal guidelines in the area of personnel management.

- Must possess broad knowledge of the operation and maintenance of fire apparatus, ambulances and equipment.
- Must be highly skilled in the safe and effective use of fire suppression and emergency medical equipment and techniques.
- Must possess ability to quickly analyze situations and rapidly adopt effective and reasonable courses of action with regard to surrounding hazards and circumstances.
- Must possess ability to deal equitably and firmly with peers, subordinates, and the general public.
- Must possess ability to maintain composure in emotionally charged and stressful situations.
- Must have extensive knowledge of the geography of the HFPD including location of streets, fire hydrants and water sources.
- Must have extensive knowledge of local government operations.
- Must have broad knowledge of contemporary office practices, procedures and equipment.
- Must be skilled in business math, grammar, spelling and punctuation.
- Must be skilled in using modern computing systems and public safety-related programs.

**ABILITY TO:** establish and maintain effective working relationships with HFPD employees, government officials and the general public; communicate effectively orally and in writing; understand and carry out oral and written instructions; be dependable; initiate action and be resourceful; solve problems and be decisive; prioritize and accomplish assigned goals and objectives; manage time effectively; maintain important records and communication accurately, efficiently, and confidentially; exercise efficiency, thoroughness, accuracy and neatness; exercise integrity, patience, courtesy, diplomacy and tactfulness; exercise sound reasoning, good judgment and common sense; maintain professional conduct, demeanor and appearance when representing the HFPD; effectively supervise and evaluate the performance of subordinates; instruct and train personnel; maintain discipline equitably and give orders effectively; advise, counsel and negotiate.

**SPECIAL REQUIREMENTS:**

- Must possess considerable knowledge of appropriate safety measures pertinent to HFPD operations.
- Must possess and maintain valid Driver's License and remain insurable to operate HFPD vehicles.
- Must possess broad knowledge of federal, state and local fire codes and ordinances.
- Must maintain Professional Fire Fighter Incentive Program (PFFIP) certification.

**PHYSICAL AND ENVIRONMENTAL DEMANDS:**

- Must function as a certified Firefighter for the HFPD and maintain the physical conditioning necessary to safely mitigate imminent danger or peril related to hazardous firefighting job duties.

- Must possess the physical strength and agility required to lift and maneuver equipment, objects or persons weighing at least 75 pounds in the course of rescue/fire suppression/EMS activities.
- Must have ability to climb ladders, haul hose, wear/carry required protective clothing and gear in course of training or rescue/fire suppression/EMS activities.
- Must be able to operate extrication equipment.
- Must have ability to withstand working outside in all extreme weather conditions.
- Must have visual ability sufficient to operate a vehicle by both day and night, to observe emergency scene actions taking place, observe traffic in the vicinity of an emergency scene, to observe fire code violations, to read and write reports, correspondence, etc.
- Must have hearing and speaking ability sufficient to interview victims or witnesses and communicate with other individuals both in person and over a telephone or radio.
- Must have freedom from mental limitations which would interfere with performance of duties as described herein.
- Exposure to fumes and smoke requiring the use of Self Contained Breathing Apparatus (S.C.B.A.).
- Exposure to heated items, sharp items, potential falls, and blood borne pathogens requiring the use of Personal Protective Equipment (P.P.E.), such as helmet, coats, pants, boots, gloves, masks, and gowns.
- Exposure to hazardous chemicals, including skin absorption, requiring the use of specialized hazardous materials protective ensembles, is possible.

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**Form 7025**  
Revised 09/2010

**Position Questionnaire****Instructions**

To petition the Board for approval of hazardous duty positions for KERS employees, complete Sections 1 and 3.

To petition for CERS employees with a CERS participation date prior to 9/1/2008, complete Sections 1 and 3.

To petition for CERS employees with a CERS participation date on or after 9/1/2008, complete Sections 2 and 3.

**Section 1: For KERS Employees or Employees With a CERS Participation Date Prior to September 1, 2008**

Employer: **HEBRON FIRE PROTECTION DISTRICT**

Position Title:

*Battalion Chief - Paramedic*

Is this position required to have Peace Officer Professional Standards and Certification? ☐ Yes ☐ No

If no, is this position required to carry a firearm? ☐ Yes ☐ No

Does this position require active fire suppression or prevention? ☒ Yes ☐ No

**Section 2: For Employees With a CERS Participation Date On or After September 1, 2008**

Employer: **HEBRON FIRE PROTECTION DISTRICT**

Position Title:

*Battalion Chief - Paramedic*

Please select the appropriate classification and answer all that are applicable.

☐ Police Officer

☒ Firefighter Does this position require active fire suppression? ☒ Yes ☐ No

☒ Paramedic

☐ Correctional Officer Does this position routinely require face to face contact with inmates? ☐ Yes ☐ No

☐ Other Specify: \_\_\_\_\_

Is this position required to have Peace Officer Professional Standards and Certification? ☐ Yes ☐ No

If no, is this position required to carry a firearm? ☐ Yes ☐ No

☐ Emergency Medical Technician (If this position is selected please complete the remainder of this page, if not skip to page 2.)

Does this position require frequent exposure to a high degree of danger or peril? ☐ Yes ☐ No

Does this position require a high degree of physical conditioning? ☐ Yes ☐ No

Are the employee's duties primarily clerical or administrative? ☐ Yes ☐ No

Position Duty: Clerical or Administrative (Complete only if EMT is selected):

Percentage of Time Spent: \_\_\_\_\_

Description of Duties:

Agency Head Signature: *Andy Sell*

Date: *2-11-2021*

Agency Head Title: *Chief*

(Page 2 of 2)

Employer: **HEBRON FIRE PROTECTION DISTRICT**

Position Title:

*Battalion Chief-Paramedic***Section 3: For All Positions**

1. List the exact position title as it appears on your job description.
2. List the position's duties (i.e. training, field duties, etc.), the percentage of time spent performing each duty (percentages must equal 100% including the clerical/administrative duties on the first page (for EMT positions), and a description of each duty in the box provided.
3. BE AS DETAILED AS POSSIBLE. The Board of Trustees will use this document in determining if the position meets the definition of hazardous duty per KRS 61.592.

Position Duty: *Field Duties*Percentage of Time Spent: *50%*

Description of Duties:

- Respond to fires and other emergencies
- Conduct fire safety inspections and public education
- Coordinate and perform fire investigations
- Perform firefighting, rescue, HazMat, and EMS, as required
- Conduct department trainings
- Serve as incident commander when needed

Position Duty: *Administrative*Percentage of Time Spent: *35%*

Description of Duties:

- Prepare and maintain reports
- Manages complaints, disciplines, and other related concerns
- Assists with formulation of policies and guidelines
- Assists in planning and administering department budget
- Attends all required meetings

Position Duty: *Training*Percentage of Time Spent: *15%*

Description of Duties:

- Attends training classes related to job duties

Agency Head Signature:


*Daryl Scell*Date: *2-11-2021*

Agency Head Title:

*Chief*

Page 2

(Page 1 of 4)

	<b>CHAPTER 4</b>	
	<b>Policy Number</b> 0901-4.11	<b>Effective Date</b> September 2019
<b>Title / Subject:</b>		<b>General Job Description – Battalion Chief-Paramedic</b>
<b>Revision Date:</b> September 2019		<b>Identifier:</b> Personnel Job Descriptions

This Job Description is intended to describe the general content of, and the requirements for the performance of this job classification. It is not to be construed as an exhaustive statement of the duties, requirements, or responsibilities.

**Reports to:** Assistant Chief and/or Fire Chief

#### GENERAL RESPONSIBILITIES:

- Under general supervision of the Assistant Chief and the Fire Chief, this is a supervisory position that fills, directs or coordinates the administration of a section of the department.
- Responds to fires and other emergencies.
- May act in various command functions as required or directed.
- Organizes and assigns work details, conducts training and drills, prepares and maintains reports and records.
- Conducts fire safety inspections and safety education presentations.
- Coordinates repair of apparatus and equipment. Manages complaints, discipline and other related concerns.
- Coordinates department activities with other Commanders.
- Completes work as assigned.
- The position of Battalion Chief is considered a "Chief Officer's" position within the department.

#### ESSENTIAL JOB FUNCTIONS:

- Assists with the formulation of policies and guidelines for the operation of the HFPD.
- Assists with the enforcement of ordinances, codes and regulations to assure the safety of the community.
- Supervises and coordinates the performance of fire and life safety inspections of properties in the jurisdiction.
- Coordinates the investigations to determine the cause of fires.
- Responds to fires and emergencies and directs activities at the scene of incidents as necessary.
- Enter environments that have the potential to be and/or known to be, immediately dangerous to life and health (IDLH) in order to perform firefighting, rescue and other assigned duties.

General Job Description – Battalion Chief # 0901-4.11  
6<sup>th</sup> Edition

- Work at high elevations with potentially dangerous machinery and sharp tools.
- Serves as the incident commander as required or directed.
- Assists in planning and administering the Department budget in accordance with program goals and objectives.
- Coordinates assigned personnel and their activities for the department.
- Oversees the development of programs for the department in assigned areas of responsibility.
- Plans and organizes the work schedule and priorities for assigned personnel.
- Attends all required meetings.
- Ensures that all necessary records and reports are properly completed, maintained and submitted as required.
- Evaluates and appraises the performance of assigned subordinates.
- Drafts for approval operating policies and guidelines for the department, in assigned areas of responsibility.
- Enforces department safety policies and procedures.
- Performs firefighting, rescue, HazMat and emergency medical services work as required.
- Performs other related work as assigned.
- Performs in the position of Battalion Chief (Battalion A, B or C), Battalion Chief (Fire Marshal), or Battalion Chief (Training/Safety Officer) as assigned.
- May be called in at any time for unscheduled or emergency work activities.

#### **MINIMUM QUALIFICATIONS:**

- Qualified candidates for an open position of Battalion Chief are limited to HFPD employees who have served a minimum of one year as a Captain.
- Must possess all training and educational requirements for promotion to the rank Battalion Chief.
- Qualified candidate must also possess and maintain a minimum EMS certification of EMT-P.
- Approval for promotion shall be made by the HFPD Board of Trustees with the recommendation of the Fire Chief.
- Fire/EMS Battalion Chiefs positions with the specific title and responsibility of "Training Battalion Chief" and "Fire Marshal" requires specialized education and experience. The HFPD may, at its discretion, hire from outside of the HFPD for those two positions.

#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Must possess extensive knowledge of the contents and provisions of the HFPD Policies and Procedures and the Boone County Fire Chief's Field Operating Guidelines (FOG).
- Must possess general knowledge of state and federal guidelines in the area of personnel management.



- Must possess broad knowledge of the operation and maintenance of fire apparatus, ambulances and equipment.
- Must be highly skilled in the safe and effective use of fire suppression and emergency medical equipment and techniques.
- Must possess ability to quickly analyze situations and rapidly adopt effective and reasonable courses of action with regard to surrounding hazards and circumstances.
- Must possess ability to deal equitably and firmly with peers, subordinates, and the general public.
- Must possess ability to maintain composure in emotionally charged and stressful situations.
- Must have extensive knowledge of the geography of the HFPD including location of streets, fire hydrants and water sources.
- Must have extensive knowledge of local government operations.
- Must have broad knowledge of contemporary office practices, procedures and equipment.
- Must be skilled in business math, grammar, spelling and punctuation.
- Must be skilled in using modern computing systems and public safety-related programs.

**ABILITY TO:** establish and maintain effective working relationships with HFPD employees, government officials and the general public; communicate effectively orally and in writing; understand and carry out oral and written instructions; be dependable; initiate action and be resourceful; solve problems and be decisive; prioritize and accomplish assigned goals and objectives; manage time effectively; maintain important records and communication accurately, efficiently, and confidentially; exercise efficiency, thoroughness, accuracy and neatness; exercise integrity, patience, courtesy, diplomacy and tactfulness; exercise sound reasoning, good judgment and common sense; maintain professional conduct, demeanor and appearance when representing the HFPD; effectively supervise and evaluate the performance of subordinates; instruct and train personnel; maintain discipline equitably and give orders effectively; advise, counsel and negotiate.

**SPECIAL REQUIREMENTS:**

- Must possess considerable knowledge of appropriate safety measures pertinent to HFPD operations.
- Must possess and maintain valid Driver's License and remain insurable to operate HFPD vehicles.
- Must possess broad knowledge of federal, state and local fire codes and ordinances.
- Must maintain Professional Fire Fighter Incentive Program (PFFIP) certification.

**PHYSICAL AND ENVIRONMENTAL DEMANDS:**

- Must function as a certified Firefighter for the HFPD and maintain the physical conditioning necessary to safely mitigate imminent danger or peril related to hazardous firefighting job duties.

- Must possess the physical strength and agility required to lift and maneuver equipment, objects or persons weighing at least 75 pounds in the course of rescue/fire suppression/EMS activities.
- Must have ability to climb ladders, haul hose, wear/carry required protective clothing and gear in course of training or rescue/fire suppression/EMS activities.
- Must be able to operate extrication equipment.
- Must have ability to withstand working outside in all extreme weather conditions.
- Must have visual ability sufficient to operate a vehicle by both day and night, to observe emergency scene actions taking place, observe traffic in the vicinity of an emergency scene, to observe fire code violations, to read and write reports, correspondence, etc.
- Must have hearing and speaking ability sufficient to interview victims or witnesses and communicate with other individuals both in person and over a telephone or radio.
- Must have freedom from mental limitations which would interfere with performance of duties as described herein.
- Exposure to fumes and smoke requiring the use of Self Contained Breathing Apparatus (S.C.B.A.).
- Exposure to heated items, sharp items, potential falls, and blood borne pathogens requiring the use of Personal Protective Equipment (P.P.E.), such as helmet, coats, pants, boots, gloves, masks, and gowns.
- Exposure to hazardous chemicals, including skin absorption, requiring the use of specialized hazardous materials protective ensembles, is possible.

(Page 1 of 2)



**KENTUCKY RETIREMENT SYSTEMS**  
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 kyret.ky.gov · Phone: 502-696-8800 · Fax: 502-696-8822



**Form 7025**  
 Revised 09/2010

### Position Questionnaire

#### Instructions

To petition the Board for approval of hazardous duty positions for KERS employees, complete Sections 1 and 3.  
 To petition for CERS employees with a CERS participation date prior to 9/1/2008, complete Sections 1 and 3.  
 To petition for CERS employees with a CERS participation date on or after 9/1/2008, complete Sections 2 and 3.

#### Section 1: For KERS Employees or Employees With a CERS Participation Date Prior to September 1, 2008

Employer: WALTON FIRE DISTRICT/EMS

Position Title: Battalion Chief

Is this position required to have Peace Officer Professional Standards and Certification? ☐ Yes ☒ No

If no, is this position required to carry a firearm? ☐ Yes ☒ No

Does this position require active fire suppression or prevention? ☒ Yes ☐ No

#### Section 2: For Employees With a CERS Participation Date On or After September 1, 2008

Employer: WALTON FIRE DISTRICT/EMS

Position Title: Battalion Chief

Please select the appropriate classification and answer all that are applicable.

☐ Police Officer

☒ Firefighter Does this position require active fire suppression? ☒ Yes ☐ No

☐ Paramedic

☐ Correctional Officer Does this position routinely require face to face contact with inmates? ☐ Yes ☒ No

☐ Other Specify: \_\_\_\_\_

Is this position required to have Peace Officer Professional Standards and Certification? ☐ Yes ☒ No

If no, is this position required to carry a firearm? ☐ Yes ☒ No

☐ Emergency Medical Technician (If this position is selected please complete the remainder of this page, if not skip to page 2.)

Does this position require frequent exposure to a high degree of danger or peril? ☐ Yes ☒ No

Does this position require a high degree of physical conditioning? ☐ Yes ☒ No

Are the employee's duties primarily clerical or administrative? ☐ Yes ☒ No

Position Duty: Clerical or Administrative (Complete only if EMT is selected);

Percentage of Time Spent: \_\_\_\_\_

Description of Duties:

Agency Head Signature: [Signature]

Date: 3/25/2021

Agency Head Title: Fire Chief

Page 1

(Page 2 of 2)

Employer: WALTON FIRE DISTRICT/EMS

Position Title:

Battalion Chief**Section 3: For All Positions**

1. List the exact position title as it appears on your job description.
2. List the position's duties (i.e. training, field duties, etc.); the percentage of time spent performing each duty (percentages must equal 100% including the clerical/administrative duties on the first page (for EMT positions), and a description of each duty in the box provided.
3. BE AS DETAILED AS POSSIBLE. The Board of Trustees will use this document in determining if the position meets the definition of hazardous duty per KRS 61.592.

Position Duty: Fire Prevention and Suppression ActivitiesPercentage of Time Spent: 65

## Description of Duties:

Conducting Fire Suppression at Emergency Scenes. Participating in Structural Firefighting Activities including required training to maintain Ky 400K Certification. Assist with fire operations and incident commands. Conduct Public Education about Fire Prevention and Safety. Perform fire inspections and conduct hydrant testing. Respond to emergency scenes and assume a Incident Command Position.

Position Duty: Administrative ActivitiesPercentage of Time Spent: 25

## Description of Duties:

Plan and coordinate public education events, training sessions for fire and EMS personnel, coordinate with other agency representatives to maintain hydrant testing and fire prevention inspection activities. Provide supervision to shift captains. Assist the chief with the creation of annual budget.

Position Duty: Emergency Care / RescuePercentage of Time Spent: 10

## Description of Duties:

Participate in providing and assisting with providing emergency care to citizens whenever needed. Assist with and participate in vehicle extrication activities.

Agency Head Signature: [Signature]Date: 2/25/2021Agency Head Title: Fire Chief

Page 2

S.O.P. #400.05

## Job Description

Class Title: Battalion Chief

Department: Fire &amp; EMS

Reports To: Chief

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**Characteristics of the Class:** This is skilled and responsible work assisting in the administration, supervision, command, and technical oversight of a fire department. An employee in this class is responsible for assisting in planning, coordinating, and supervising the activities for specific operations of the fire department. Departmental work involves fire prevention inspections, public and employee education, firefighting, and emergency medical services. Work involves sitting at a desk or table, prolonged standing, stooping, and direct interaction with the citizens throughout the fire district. This position works under the general supervision of the Fire Chief.

**Essential Functions and Responsibilities:** Assist in the oversight of administrative activities for specific operations involving the fire department. Assist in the planning and coordination of fire prevention and firefighting activities for the community, training for fire district personnel, emergency medical operations and related activities, business inspections and hydrant testing. Work during inclement weather, and at various hours of the day to assist in firefighting and fire suppression activities. Work in high places with dangerous machinery and sharp tools. Communicate accurately with other district employees and officers, government agencies, and the general public regarding fires, accidents, and emergency response situations, including the accurate preparation of reports. Effectively supervise firefighters and officers in the performance of departmental activities and daily operations, and provide adequate training as needed. Assist the Fire Chief and Assistant Chief in the preparing and implementing of a departmental budget that is affected by specific operational areas of responsibility. Must be able to perform the essential functions and the job duties of the firefighter and shift officers including but not limited to operating apparatus. Must satisfactorily complete the Incident Command Course (NIMS 100, 200, 300, 700, & 800), Basic Training Course 400 hour certification, as well as subsequent annual training. Wear/carry required protective clothing and gear in training, rescue, fire suppression, and EMS activities. Appear for work and complete assigned tasks within a reasonable period of time. Work in a safe manner observing all safety rules and pose no direct threat or injury to another.

**Additional Job Duties:** Supervise firefighters and shift officers. Respond to citizen complaints. Assist in the investigation of all fires within the district limits. Assist in the proper identification, inventory, documentation, and maintaining all evidence collected for use in criminal proceedings. Assist, coordinate, and supervise fire prevention inspections, hydrant testing, public education activities. Provide emergency care to injured and/or ill individuals whenever needed to the extent of the level of training certified to conduct within the given scope of practice and in accordance of current protocols. Assist Chief in reviewing and recommending acceptable standards for the recruitment, selection, and promotion of all lower ranking departmental employees. Plan for, purchase, and recommend the purchase of necessary supplies and equipment for the department as associated with specific areas of responsibility. Safely care for and use necessary fire equipment in the performance of duties. Assist in the planning for and the

training for fire department personnel in the proper use of departmental equipment. Plan and supervise the implementation of community education programs, participate in approved fire training courses.

**Knowledge, Skills, and Abilities Desired:** Knowledge of the geography of the jurisdiction. Considerable knowledge of federal, state, and local laws and ordinances. Considerable knowledge of basic administrative procedures, and how to apply them on a departmental basis. Considerable knowledge of fire prevention, suppression, and investigation methods practices and procedures with the ability to apply knowledge or proper procedures regarding the collection and maintenance of evidence. Considerable knowledge of EMS protocols, procedures, and equipment to the extent of the level of training certified within the scope of practice that applies. Ability to communicate effectively, including the accurate preparation of reports. Ability to establish and maintain effective working relationships with other district employees and officers, government agencies, and the general public. Ability to effectively supervise all department employees in the performance of departmental activities. Ability to properly train fire personnel in the safe care and use of departmental equipment. Ability to analyze situations and act quickly and efficiently. Ability to operate emergency motor vehicles at all times, in a safe manner, observing all safety rules, regulations, policies, general safety practices and applicable local, state, and federal laws. Ability to meet minimum job related physical fitness requirements as established by the district. IFSAC Certified in addition to being a Kentucky Certified Fire Instructor. Successful completion of National Fire Academy "MEMS" (Management of Emergency Medical Services) Course, or other fire officer management course at the NFA as approved by the Chief.

**Training and Experience:** Graduation from high school or the equivalency, supplemented by responsible professional fire prevention and suppression experience, including two (2) years of responsible supervisory experience. Successful completion of Basic Training Course supplemented by minimum one hundred (100) hours of annual training as required by Ky. State Fire Commission. Continuing education units maintaining certification or any combination of training and experience, which provides the desired knowledge, skills, and abilities.

**Necessary Special Requirements:** Possession of or the ability to obtain a valid vehicle operator's license.

Must be certified as a Kentucky EMT-B or a Kentucky Licensed Paramedic. Must have completed Basic Firefighter Training Course 400 Hour Certification. This is to include annual continued training as mandated.

Must be a certified Kentucky Fire Inspector. Must keep all certifications and training requirements up to date and current at all times as determined throughout the S.O.P's and S.O.G's for the department. Must provide proof of successful completion of National Incident Management System (NIMS) 100, 200, 300, 700, & 800. Must provide proof of successful completion of Haz Mat Operations Level Certification or higher. Must have minimum of four hours of wild land firefighting, and have successfully completed the Firefighter Survival Rescue course in accordance to Ky. State Fire Commission requirements. Must provide proof of successful completion of a minimum Level I, II, & III NFA Leadership Course or approved equivalent.

**Legal Requirements:** An individual in this class must meet the requirements of all applicable Kentucky Revised Statutes, and local ordinances, with regards to a person in this classification.

**Environmental Hazards:** Exposure to fumes and smoke requiring the use of self contained breathing apparatus. Exposure to heated items, sharp items, potential falls, and blood borne pathogens requiring the use of personal protective equipment, such as helmet, coats, pants, boots, gloves, masks, and gowns. Exposure to hazardous chemicals, including skin absorption requiring the use of specialized Haz Mat Suits.

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of the duties, requirements, or responsibilities.

(Page 1 of 2)



# KENTUCKY RETIREMENT SYSTEMS

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Form 7025  
Revised 10/2019

## Position Questionnaire

### Instructions

- To petition the Board for approval of hazardous duty positions for KERS employees, complete Sections 1 and 3.  
To petition for CERS employees with a CERS participation date prior to 9/1/2008, complete Sections 1 and 3.  
To petition for CERS employees with a CERS participation date on or after 9/1/2008, complete Sections 2 and 3.

### Section 1: For KERS Employees or Employees With a CERS Participation Date Prior to September 1, 2008

Employer: CITY OF GEORGETOWN

Position Title: Assistant Chief of Operations

Is this position required to have Peace Officer Professional Standards and Certification? ☐ Yes ☒ No

If no, is this position required to carry a firearm? ☐ Yes ☒ No

Does this position require active fire suppression or prevention? ☒ Yes ☐ No

### Section 2: For Employees With a CERS Participation Date On or After September 1, 2008

Employer: CITY OF GEORGETOWN

Position Title: Assistant Chief of Operations

Please select the appropriate classification and answer all that are applicable.

☐ Police Officer

☒ Firefighter Does this position require active fire suppression? ☒ Yes ☐ No

☐ Paramedic

☐ Correctional Officer Does this position routinely require face to face contact with inmates? ☐ Yes ☒ No

☐ Other Specify: \_\_\_\_\_

Is this position required to have Peace Officer Professional Standards and Certification? ☐ Yes ☒ No

If no, is this position required to carry a firearm? ☐ Yes ☒ No

☒ Emergency Medical Technician (If this position is selected please complete the remainder of this page, if not skip to page 2.)

Does this position require frequent exposure to a high degree of danger or peril? ☐ Yes ☒ No

Does this position require a high degree of physical conditioning? ☒ Yes ☐ No

Are the employee's duties primarily clerical or administrative? ☐ Yes ☒ No

Position Duty: Clerical or Administrative (Complete only if EMT is selected):

Percentage of Time Spent: 5%

### Description of Duties:

All Georgetown Fire Department personnel must maintain certification as a firefighter and EMT. While they may spend most of their time working on department administration, when needed, they must fight fire and act as EMT - render basic emergency medical services as needed.

Agency Head Signature: [Signature]

Date: 2/19/21

Agency Head Title: Mayor

Page 1



(Page 2 of 2)

Employer: CITY OF GEORGETOWN

Position Title:

*Assistant Chief of Operations*  
*Fire MM***Section 3: For All Positions**

1. List the exact position title as it appears on your job description.
2. List the position's duties (i.e. training, field duties, etc.), the percentage of time spent performing each duty (percentages must equal 100% including the clerical/administrative duties on the first page (for EMT positions), and a description of each duty in the box provided.
3. BE AS DETAILED AS POSSIBLE. The Board of Trustees will use this document in determining if the position meets the definition of hazardous duty per KRS 61.592.

Position Duty: *Supervision of daily operations, response, training, rescue, maintenance, fleet prog.*  
 Percentage of Time Spent: *70%*

## Description of Duties:

- assists with planning, budgeting, managing and evaluating all activities related to suppression and rescue.
- coordinates and supervises all daily operations related to preparation, response, operations, maintenance and training.
- evaluates and purchases all fire & rescue equipment and apparatus.

Position Duty: *Response to fire, rescue, EMS and Haz-mat incidents*  
 Percentage of Time Spent: *15%*

## Description of Duties:

- Performs duties of Firefighter/EMT as necessary
- Provides continuous fire safety, inspection and prevention
- Provides decisions on fire scenes to ensure success and survivability.
- Responds to all active fire scenes.
- Participates in incident command system.

Position Duty: *Training and continuing education (100hr minimum)*  
 Percentage of Time Spent: *10%*

## Description of Duties:

Participates in required training to maintain certifications for Firefighter, Emergency Medical Technician, Car Seat Technician, Fire Instructor and other accreditations deemed necessary.

Agency Head Signature:

*Tom Ray*Date: *2/19/21*

Agency Head Title:

*Mayor*

Page 2

EXEMPT

## CITY OF GEORGETOWN

## GROUP CLASSIFICATION

Fire

POSITION CLASSIFICATION: Assistant Fire Chief of Operations

GRADE 10

DEPARTMENT: Fire

IMMEDIATE SUPERVISOR: Fire Chief

**SUPERVISES:** All hazardous personnel assigned to the Division of Operations (Suppression and Rescue). In the absence to the Fire Chief the Assistant Chief of Operations shall supervise all hazardous and non-hazardous members of the department.

**CHARACTERISTICS OF POSITION:** Under general direction, assists the Fire Chief with planning, budgeting, managing, and evaluating all activities and programs related to the suppression and rescue operations of the department. Provides continuous fire safety, inspection, and prevention, for the City of Georgetown. Work in coordination with the Scott County Fire Department to provide continuous fire suppression and rescue services for the Scott County. Assumes responsibility and management of daily operations, response, maintenance, fleet, and training programs. Can perform duties of a Firefighter-EMT when necessary.

**GENERAL DUTIES AND RESPONSIBILITIES:**

- Perform duties of a Firefighter-EMT, as necessary.
- Assists with the planning, budgeting, managing, and evaluating all activities and programs related to suppression and rescue.
- Coordinate and supervise all daily operations related to preparation, response, operations, maintenance, and training.
- Assumes responsibility for the Department in the absence of the Fire Chief.
- Assists with the formulation of departmental operating policies and procedures.
- Provide continuous fire safety, inspection, and prevention, for the City of Georgetown.
- Work in coordination with the Scott County Fire Department to provide continuous fire suppression and rescue services for Scott County.
- Responsible for daily operations, response, training, technical rescue, maintenance, and fleet programs.
- Responsible for the evaluation and purchase of fire, rescue, equipment, and apparatus.
- Makes periodic inspections to assure adherence to departmental policy regarding firefighting readiness.
- Assist in providing the highest degree of fire control and prevention with the personnel and equipment available.
- Responsible to understand fireground priorities, building construction, fire hazards, fire behavior, standpipe systems, extinguishing systems, HVAC systems, etc. to make

Revised 07/2020

responsible decisions to provide a high degree of success and survivability on the fireground.

- Responsible to understand rescue priorities and principles to make responsible decisions to provide a high degree of success and survivability at scenes involving technical rescue.
- Requires the ability to collect and interpret data, develop action plans regarding risk assessment for a variety of programs related to the fire service.
- Must be familiar with NFPA standards.
- Establish and enforce rules and regulations governing the operation of this bureau within the department as may be necessary to maintain discipline and efficiency, not in conflict with laws, ordinances, rules and regulations of the department or city.
- Prepares memorandums and reports and/or supervises the preparation and maintenance of reports, records, etc., as requested or assigned.
- Participate in state and local committee meetings such as Fire Commission, Homeland Security, Local Emergency Planning Committee (LEPC), Safe Schools, etc. as a department representative or along with other executive staff.
- Respond to fires, while on duty, or as part of a call back rotation, to serve primarily as Incident Commander and to provide guidance and assistance with investigations.
- Has knowledge of the National Incident Management System (NIMS) and can serve as part of the general or staff positions related to the Incident Command System.
- May assist with investigation of all fires to determine cause, including suspected arson.
- Perform or delegates public relations activities.
- Forward reports as required in a timely manner.
- Assists in recruitment, selection, promotion, and training of all departmental personnel.
- Give instruction to the department in matters concerning Community Service, Fire and Rescue Services.
- Participate in required training to maintain certifications for Firefighter, Emergency Medical Technician, Hazardous Materials Technician, Confined Space Technician, Car Seat Technician, Fire Instructor, and other accreditations deemed necessary for the position and essential for employment at Georgetown Fire Department.
- Oversee budget of the Division.
- Ensure all purchasing regulations are followed.
- Maintains accurate records of departmental activities.
- Performs any other related work as required.

**Non-essential:** May occasionally operate fire engine, but this is not an essential function of the class.

#### **MINIMUM QUALIFICATIONS/REQUIREMENTS:**

**Education:** Associate degree from accredited college or university with concentration in Fire Science, public administration, or related subject field is preferred but not required.

Revised 07/2020

**Work Experience:** Ten (10) years as a full-time firefighter with a Local, State or Federal Fire Agency, including four years in a supervisory capacity.

**SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge:**

- Knowledge of the fire service, hazards, prevention, inspections, codes, equipment, behavior, and modern firefighting methods.
- Emergency medical services equipment and protocols.
- Hazardous materials, response, mitigation, production, storage, transport, and reporting requirements consistent with federal, state, and local laws and ordinances.
- Various technical rescue principles, techniques, and equipment.
- City and department policy, procedure, code of conduct, discipline, and uniform guidelines.
- City, target hazards, interior plans of major building complexes and facilities.
- Construction methods utilized in new and existing structures.
- Streets and roads regarding fire department apparatus access.
- Municipal fire code, state, city and county laws, codes and ordinances pertaining to prevention, inspection, investigation, and life safety.
- Knowledge of construction methods utilized in existing structures, and principles and methods of ordinance enforcement.
- Departmental operating policies and procedures.
- NFPA standards and how they apply.
- Current firefighting, rescue, safety equipment and supplies.
- Operation and maintenance of fire vehicles and equipment.
- Principles of hydraulics and their application to the operation of fire apparatus.
- Fire hydrants, types, location, installation, and testing.
- Municipal water systems related to fire suppression and private protection systems.
- Fire detection, alarm, communication, and extinguishing systems used in various occupancies.
- Fire investigation practices and procedures utilized in cause and origin determination.
- Arson classification, laws, and prosecution.

**Skills:** Skill in the operation of equipment, tools and props related to firefighting, emergency medical services, hazardous materials, technical rescue, fire prevention, inspection, community risk reduction, and investigation. Interpersonal skills related to communications both internal and external through a variety of mediums, inclusive of but not limited to verbal, written and computer.

**Abilities:** Must be able to prioritize, set agendas, oversee programs, supervise hazardous staff, relative to the division. Ability to analyze emergency situations and adopt quick, efficient, and reasonable courses of action. Direct the actions of subordinates in emergency situations.

Revised 07/2020

Complete required documentation and retention of records in accordance with published schedule concerning inspections, code enforcement and investigations. Establish and maintain effective working relationships with internal and external stakeholders. Train and develop subordinates. Collect, formulate, and interpret data relative to all aspects of the operations of the fire department.

**SPECIAL LICENSING REQUIREMENTS:** Valid Kentucky driver's license required.

**ADDITIONAL REQUIREMENTS:**

**Training:** Must have completed required basic training and must complete required annual training as approved by Kentucky Fire Commission and Georgetown Fire Department.

**Certification:** Must maintain required certifications as an Officer in Georgetown Fire Department. Must maintain certifications throughout employment with the Department.

**Availability:** Must be able to respond to calls at all hours when deemed necessary.

**Instructions:** General.

**Processes:** Frequently refines existing methods and develops new techniques, concepts, or programs within established limits.

**Review of Work:** General. Must report exceptions to supervisor.

**Analytical Requirements:** Decisions based on wide knowledge and application of advanced techniques/concepts are required.

**Public/Internal Contact:** Public 25%; internal 75%.

**Mental Effort:** Heavy.

**Interruptions:** Constant.

**Work Environment:** Inside and outside.

**Physical Demands:**

**Lifting:** Must be able to participate in fire suppression and emergency medical responses which requires heavy lifting (fully charged fire hoses, persons, property, etc.) for long periods of time. Requires bending, stooping, crawling, walking, running, and climbing.

**Physical Examination:** Must successfully pass job related Employee Physical Examination annually.

Revised 07/2020

(Page 5 of 5)

**Use of Equipment:** Fire, medical, and rescue equipment. Basic tools and normal office equipment (telephone, computer, copier, etc.)

**Vehicle Operations:** Must operate automobile; may occasionally operate fire engine in emergency situations, but this is not an essential function of the class.

**Drug Free Workplace Policy:** All employees of the City shall be and remain drug and alcohol free at all times when working for the City or engages in activities related to that work.

Revised 07/2020



# KENTUCKY RETIREMENT SYSTEMS

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Form 7025  
Revised 09/2010

## Position Questionnaire

### Instructions

To petition the Board for approval of hazardous duty positions for KERS employees, complete Sections 1 and 3.

To petition for CERS employees with a CERS participation date prior to 9/1/2008, complete Sections 1 and 3.

To petition for CERS employees with a CERS participation date on or after 9/1/2008, complete Sections 2 and 3.

### Section 1: For KERS Employees or Employees With a CERS Participation Date Prior to September 1, 2008

Employer: CITY OF GEORGETOWN

Position Title: Assistant Chief of Prevention

Is this position required to have Peace Officer Professional Standards and Certification? ☐ Yes ☒ No

If no, is this position required to carry a firearm? ☐ Yes ☒ No

Does this position require active fire suppression or prevention? ☒ Yes ☐ No

### Section 2: For Employees With a CERS Participation Date On or After September 1, 2008

Employer: CITY OF GEORGETOWN

Position Title: Assistant Chief of Prevention

Please select the appropriate classification and answer all that are applicable.

☐ Police Officer

☒ Firefighter Does this position require active fire suppression? ☒ Yes ☐ No

☐ Paramedic

☐ Correctional Officer Does this position routinely require face to face contact with inmates? ☐ Yes ☒ No

☐ Other Specify: \_\_\_\_\_

Is this position required to have Peace Officer Professional Standards and Certification? ☐ Yes ☒ No

If no, is this position required to carry a firearm? ☐ Yes ☒ No

☒ Emergency Medical Technician (If this position is selected please complete the remainder of this page. If not skip to page 2.)

Does this position require frequent exposure to a high degree of danger or peril? ☐ Yes ☒ No

Does this position require a high degree of physical conditioning? ☒ Yes ☐ No

Are the employee's duties primarily clerical or administrative? ☐ Yes ☒ No

Position Duty: Clerical or Administrative (Complete only if EMT is selected):

Percentage of Time Spent: 5%

### Description of Duties:

All Georgetown Fire Department personnel must maintain certification as a firefighter and EMT. While they may spend most of their time working on department administration, when needed, they must fight fire and act as EMT - render basic emergency medical services as needed.

Agency Head Signature: Tom Trapp

Date: 2/19/21

Agency Head Title: Mayor

(Page 2 of 2)

Employer: CITY OF GEORGETOWN

Position Title:

Assistant Chief of Prevention (Fire Marshal)

## Section 3: For All Positions

1. List the exact position title as it appears on your job description.
2. List the position's duties (i.e. training, field duties, etc.), the percentage of time spent performing each duty (percentages must equal 100% including the clerical/administrative duties on the first page (for EMT positions), and a description of each duty in the box provided.
3. BE AS DETAILED AS POSSIBLE. The Board of Trustees will use this document in determining if the position meets the definition of hazardous duty per KRS 61.592.

Position Duty:

Supervision of Community Education, Prevention, Investigation, Inspection, Code Enforcement

Percentage of Time Spent:

80%

Description of Duties:

- Coordinates and supervises all daily operations related to fire prevention, fire education and code enforcement.
- Assists with planning, budgeting, managing and evaluating all activities and programs related to community risk reduction.
- Plans for hydrants ordinances, inspects buildings for fire hazards, enforces fire prevention laws.

Position Duty:

Response to fire, rescue, EMS and Haz Mat incidents

Percentage of Time Spent:

10%

Description of Duties:

- Performs duties of Firefighter/EMT as needed.
- Provides continuous fire safety inspection and prevention.
- Responds to active fire scenes to act as safety officer.

Position Duty:

Training &amp; continuous education (100hr minimum)

Percentage of Time Spent:

5%

Description of Duties:

- Participates in required training to maintain certifications for Firefighter, Emergency Medical Technician, Hazardous Materials Technician, Confined Space Technician, Car Seat Technician, Fire Inspector, Fire Instructor and other accreditations deemed necessary.

Agency Head Signature:

Tom [Signature]

Date:

2/19/21

Agency Head Title:

Mayor

Page 2



EXEMPT

## CITY OF GEORGETOWN

**GROUP CLASSIFICATION**

Fire

**POSITION CLASSIFICATION:** Assistant Fire Chief of Prevention (Fire Marshal)**GRADE 10****DEPARTMENT:** Fire**IMMEDIATE SUPERVISOR:** Fire Chief

**SUPERVISES:** All hazardous and non-hazardous personnel assigned to the Division of Prevention (Fire Marshal's Office). In the absence to the Assistant Fire Chief of Operations and Fire Chief the Fire Marshal shall supervise all hazardous and non-hazardous members of the department.

**CHARACTERISTICS OF POSITION:** Under general direction, assists the Fire Chief with planning, budgeting, managing, and evaluating all activities and programs related to community risk reduction. Provides continuous fire safety, inspection, and prevention, for the City of Georgetown. Provides continuous code enforcement for the Scott County. Assumes responsibility for inspection, pre-planning, prevention, and code enforcement programs. Can perform duties of a Firefighter-EMT when necessary.

**GENERAL DUTIES AND RESPONSIBILITIES:**

- Perform duties of a Firefighter-EMT, as necessary.
- Assists with the planning, budgeting, managing, and evaluating all activities and programs related to community risk reduction.
- Coordinate and supervise all daily operations related to fire prevention, fire education and code enforcement for the fire department.
- Assumes responsibility for the fire department in the absence of the Fire Chief and Assistant Chief of Operations.
- Assists with the formulation of departmental operating policies and procedures.
- Provide continuous fire safety, inspection, and prevention, for the City of Georgetown.
- Provide continuous code enforcement for Scott County.
- Responsible for inspection, pre-planning, prevention, and code enforcement programs.
- Responsible for plan review for fire safety, hydrant placement, access for fire response and local ordinances pertaining to code enforcement as well as International Property Maintenance Code.
- Requires the ability to collect and interpret data, develop action plans regarding risk assessment for a variety of programs related to life safety and fire prevention.
- Responsible for the inspection of buildings, premises and structures for fire hazards and the enforcement of fire prevention laws and regulations as set forth in KRS 227.330 Standards of Safety, codes and ordinances pertaining to code enforcement and fire inspections, NFPA 101-Life Safety Code and other NFPA standards related to fire risk reduction and prevention.

Revised 07-2020

- Establish and enforce rules and regulations governing the operation of this bureau within the department as may be necessary to maintain discipline and efficiency, not in conflict with laws, ordinances, rules and regulations of the department or city.
- Issue and enforce burn ordinances.
- Responsible for issuing bulletins regarding fire inspections and reinspection's to bring properties and structures up to compliance.
- Ensures vacant properties are secured, recorded, and marked for the safety of responding personnel.
- Ensures abatement methods are instituted and when necessary liens are placed to recoup cost involved in abatement.
- Prepares memorandums and reports and/or supervises the preparation and maintenance of reports, records, etc., as requested or assigned.
- Participate in the local committee meetings such as Local Emergency Planning Committee (LEPC), Safe Schools, Traffic, etc. as a department representative or along with other executive staff.
- Oversees inspections and evaluates risk related to hazardous materials storage and transportation. Ensures reporting requirements regarding dissemination of information related to Tier 2 (T2) facilities and Extremely Hazardous Substances (EHS) are updated annually in accordance with EPCRA.
- Respond to fires, while on duty, or as part of a call back rotation, to serve primarily as a Safety Officer and to provide guidance and assistance with investigations.
- Has knowledge of the National Incident Management System (NIMS) and can serve as part of the general or staff positions related to the Incident Command System.
- May assist with investigation of all fires to determine cause, including suspected arson.
- Perform or delegate public relations activities.
- Forward reports as required in a timely manner.
- Assists in recruitment, selection, promotion, and training of all departmental personnel.
- Give instruction to the department in matters concerning Fire Risk Reduction, Community Service, Fire Prevention and Fire Code classes.
- Participate in required training to maintain certifications for Firefighter, Emergency Medical Technician, Hazardous Materials Technician, Confined Space Technician, Car Seat Technician, Fire Inspector, Fire Instructor, and other accreditations deemed necessary for the position and essential for employment at Georgetown Fire Department.
- Oversee budget of the Division.
- Ensure all purchasing regulations are followed.
- Maintains accurate records of departmental activities.
- Performs any other related work as required.

**Non-essential:** May occasionally operate fire engine, but this is not an essential function of the class.

#### **MINIMUM QUALIFICATIONS/REQUIREMENTS:**

Revised 07-2020

(Page 3 of 6)

**Education:** Associate degree from accredited college or university with concentration in fire science, public administration, or related subject field is preferred but not required.

**Work Experience:**

- Ten (10) years as a full-time firefighter with a Local, State or Federal Fire Agency, including four years in a supervisory capacity.
- Must have completed training required by State Fire Marshal to become certified in Company Fire Prevention Inspector, Fire Inspector I & II.

**SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge:**

- Knowledge of the fire service, hazards, prevention, inspections, codes, equipment, behavior, and modern firefighting methods.
- Emergency medical services equipment and protocols.
- Hazardous materials, response, mitigation, production, storage, transport, and reporting requirements consistent with federal, state, and local laws and ordinances.
- Various technical rescue principles and equipment.
- City and department policy, procedure, code of conduct, discipline, and uniform guidelines.
- City, target hazards, interior plans of major building complexes and facilities.
- Construction methods utilized in new and existing structures.
- Streets and roads regarding fire department apparatus access.
- Municipal fire code, state, city and county laws, codes and ordinances pertaining to prevention, inspection, investigation, and life safety.
- International Property Maintenance Code related to county wide regulation and enforcement.
- Life safety code and other related NFPA standards.
- Principles and methods of standard and ordinance enforcement.
- Fire hydrants, types, location, installation, and testing.
- Municipal water systems related to fire suppression and private protection systems.
- Fire detection, alarm, communication, and extinguishing systems used in various occupancies.
- Requirements related to standpipe and fire department sprinkler connections for various occupancies.
- Fire investigation practices and procedures utilized in cause and origin determination.
- Arson classification, laws, and prosecution.

**Skills:** Skill in the operation of equipment, tools and props related to firefighting, emergency medical services, hazardous materials, technical rescue, fire prevention, inspection, community risk reduction, and investigation. Interpersonal skills related to communications both internal and external through a variety of mediums, inclusive of but not limited to verbal, written and computer.

Revised 07-2020

**Abilities:** Must be able to prioritize, set agendas, oversee programs, supervise hazardous and non-hazardous staff, relative to the division. Ability to analyze emergency situations and adopt quick, efficient, and reasonable courses of action. Complete required documentation and retention of records in accordance with published schedule concerning inspections, code enforcement and investigations. Establish and maintain effective working relationships with internal and external stakeholders. Collect, formulate, and interpret data relative to all aspects of community risk assessment.

**SPECIAL LICENSING REQUIREMENTS:** Valid Kentucky driver's license required.

**ADDITIONAL REQUIREMENTS:**

**Training:** Must have completed required basic training and must complete required annual training as approved by Kentucky Fire Commission and Georgetown Fire Department. Required basic training for fire inspector, fire investigation, public education, and code enforcement.

**Certification:** Must maintain required certifications as an Officer in Georgetown Fire Department. Must complete and maintain requirements for Fire Prevention Inspector designation.

**Availability:** Must be able to respond to calls at all hours when deemed necessary.

**Instructions:** General.

**Processes:** Frequently refines existing methods and develop new techniques, concepts, or programs within established limits.

**Review of Work:** General. Must report exceptions to supervisor.

**Analytical Requirements:** Decisions based on knowledge and application of advanced techniques/concepts are required.

**Public/Internal Contact:** Public 50%; internal 50%.

**Mental Effort:** Heavy.

**Work Environment:** Inside and outside.

**Interruptions:** Constant

**Physical Demands:**

**Lifting:** Must be able to participate in fire suppression and emergency medical responses which requires heavy lifting (fully charged fire hoses, persons, property, etc.) for long periods of time. Requires bending, stooping, crawling, walking, running, and climbing.

Revised 07-2020

(Page 5 of 6)

**Physical Examination:** Must successfully pass job related Employee Physical Examination annually

**Use of Equipment:** Fire, medical, and rescue equipment. Basic tools and normal office equipment (telephone, computer, copier, etc.)

**Vehicle Operations:** Must be able to operate designated vehicle with due regard to applicable regulations concerning emergency response and situations.

**Drug Free Workplace Policy:** All employees of the City shall always be and remain drug and alcohol free when working for the City or engages in activities related to that work.

Revised 07-2020

(Page 6 of 6)

**JOB DESCRIPTION AND WORKPLAN****Position:** Assistant Fire Chief of Prevention - Fire Marshal**Grade** 10**Exempt**

**INSTRUCTIONS:** Use simple, non-technical words to describe each duty and responsibility to be performed and the office/maintenance, Police, Fire and Public Works equipment to be utilized. Use a separate paragraph for each duty/goal (limit to five major duties, if possible), beginning with the duty/goal that takes up most of your time and ending with those duties/goals that are occasional or special assignments. In the column on the left, estimate the percent of your time spent on each duty/goal. If more space is necessary, utilize page two format.

% of Time	Specific Duties and Responsibilities of Position
10%	Fire, Rescue and Haz-mat Activities -- Response
85%	Supervision of Community Education, Prevention, Investigation, Inspection/Pre-plan, Code Enforcement programs
5%	Training/Continuing Education
	- Complete a minimum of 100 hours per year of firefighting and maintain required certifications
	Special assignments as designated by the Fire Chief
100%	NOTE: PERFORM OTHER RELATED DUTIES ASSIGNED BY SUPERVISOR

Revised 07-2020


**KENTUCKY RETIREMENT SYSTEMS**

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**Form 7025**  
 Revised 09/2010

**Position Questionnaire**
**Instructions**

- To petition the Board for approval of hazardous duty positions for KERS employees, complete Sections 1 and 3.
- To petition for CERS employees with a CERS participation date prior to 9/1/2008, complete Sections 1 and 3.
- To petition for CERS employees with a CERS participation date on or after 9/1/2008, complete Sections 2 and 3.

**Section 1: For KERS Employees or Employees With a CERS Participation Date Prior to September 1, 2008**

 Employer: CLARK COUNTY FISCAL COURT

 Position Title: Fire Lieutenant

- Is this position required to have Peace Officer Professional Standards and Certification? ☐ Yes ☒ No
- If no, is this position required to carry a firearm? ☐ Yes ☒ No
- Does this position require active fire suppression or prevention? ☒ Yes ☐ No

**Section 2: For Employees With a CERS Participation Date On or After September 1, 2008**

 Employer: CLARK COUNTY FISCAL COURT

Position Title: \_\_\_\_\_

Please select the appropriate classification and answer all that are applicable.

- ☐ Police Officer
- ☐ Firefighter Does this position require active fire suppression? ☐ Yes ☐ No
- ☐ Paramedic
- ☐ Correctional Officer Does this position routinely require face to face contact with inmates? ☐ Yes ☐ No
- ☐ Other Specify: \_\_\_\_\_

 Is this position required to have Peace Officer Professional Standards and Certification? ☐ Yes ☐ No

 If no, is this position required to carry a firearm? ☐ Yes ☐ No

☐ Emergency Medical Technician (If this position is selected please complete the remainder of this page, if not skip to page 2.)

 Does this position require frequent exposure to a high degree of danger or peril? ☐ Yes ☐ No

 Does this position require a high degree of physical conditioning? ☐ Yes ☐ No

 Are the employee's duties primarily clerical or administrative? ☐ Yes ☐ No

Position Duty: Clerical or Administrative (Complete only if EMT is selected):

Percentage of Time Spent: \_\_\_\_\_

Description of Duties:

Agency Head Signature:

El Pace

Date:

4/19/21

Agency Head Title:

Judge/Executive

Page 1

(Page 2 of 2)

Employer: CLARK COUNTY FISCAL COURT

Position Title:

Fire Lieutenant

**Section 3: For All Positions**

1. List the exact position title as it appears on your job description.
2. List the position's duties (i.e. training, field duties, etc.), the percentage of time spent performing each duty (percentages must equal 100% including the clerical/administrative duties on the first page (for EMT positions), and a description of each duty in the box provided.
3. BE AS DETAILED AS POSSIBLE. The Board of Trustees will use this document in determining if the position meets the definition of hazardous duty per KRS 61.592.

Position Duty: Fire and Emergency ResponsePercentage of Time Spent: 70%

Description of Duties:

- Supervises and participates in the suppression of fires
- Supervises and participates in rescue of victims from fires, vehicle accidents, farm machinery accidents, trench collapse, confined space emergencies, swift water and other entrapments
- Provides medical treatment for sick and injured persons
- Supervises and participates in mitigating releases of hazardous ~~data~~ materials and other chemicals
- Training personnel for emergency response

Position Duty: Supervision of Persons and FacilitiesPercentage of Time Spent: 15%

Description of Duties:

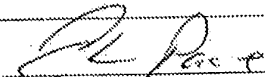
- Maintains discipline of assigned personnel
- Supervises maintenance, repair and cleaning of facilities and equipment
- Supervises personnel assigned
- Enforces county rules and regulations

Position Duty: Training and PreventionPercentage of Time Spent: 15%

Description of Duties:

- Leads fire company in fire prevention functions and pre-fire planning inspections
- Inspects and reinspects known fire hazards and reports them to the Fire Marshall

Agency Head Signature:



Date:

4/19/21

Agency Head Title:

Judge/Executive

Page 2



(Page 1 of 2)

Job description: Fire Lieutenant

pg 112

- Maintains all certifications required by Federal, State and County Jurisdiction.
- Develops thorough knowledge of all County roads, streets and lanes.
- Has knowledge of the location of area fire hydrants, ponds, or any water supply that can be provided for fire protection.
- Assumes role of officer in charge until relieved by a senior officer.
- Acts as shift commander in charge of the on duty shift, in the absence of the Battalion Chief.
- Maintains station log and completes all reports according to Clark County Fire Department procedures.
- Leads personnel in fire prevention activities and pre-fire planning inspections.
- Works with and advises Fire Marshal of known fire hazards and violations
- Must be proficient in the operation of all fire department apparatus and equipment.
- Must be able to communicate with firefighters, officers and the public.
- All other duties assigned

MINIMUM REQUIREMENTS:

Must maintain KY EMT-B, Level 1 Fire Instructor, five (5) years satisfactory full time service with the Clark County Fire Dept., ICS 300, STICO.

Two (2) years satisfactory experience as a Lieutenant with the C.C.F.D., Incident Safety Officer, Leadership 2 OR 2 of the following: Leadership in Supervision: Creating Environments for Professional Growth OR Perspectives in Thinking OR Frameworks to Success

6. CLASS TITLE: FIRE LIEUTENANTCHARACTERISTICS OF THE CLASS:

This is a station commander position requiring considerable exercise of judgment in supervising firefighting operations and in station activities of a fire fighting company. It is the junior officer rank designated as company grade in the chain of command. He or she reports to the shift commander or chief officer in charge, he or she works a specific shift.

EXAMPLES OF WORK:

- Performs supervisory and skilled firefighting work in directing firefighting activities. This includes supervising the maintenance of facilities, apparatus and equipment.
- Responds to all fire calls, E.M.S. calls or any emergency call that requires the response of the Clark County Fire Department. The Lieutenant shall direct personnel assigned to him under the supervision of the shift commander or chief officer in fulfilling the mission of the Clark County Fire Department which is the preservation of life and property.
- He or she is responsible for the cleanliness and the maintenance of his assigned fire station, apparatus, tools and equipment and maintains the same serviceable condition at all times.

Job description: Fire Lieutenant

Pg. 2/2

- Makes shift personnel assignments under the direction of the shift commander or the chief officer.
- Responds personnel to all emergency calls.
- Acts as emergency response commander.
- Assumes role of officer-in-charge until arrival of superior officer of the Clark County Fire Department.
- Maintains station log book and completes all routine reports according to CCFD procedures.
- Leads fire company in fire prevention functions and pre-fire planning inspections. Inspects and re-inspects known fire hazards and reports them to the CCFD Fire Marshal.
- Maintains discipline of assigned personnel with approval of the Judge-Executive.
- Spends considerable time training assigned personnel.
- May be required to act as shift commander at Station-1.
- Shall perform any other fire department related duties assigned by a superior officer, such as Captain, Major, Battalion Chief, Assistant Chief or Chief of the department.
- Submits reports and records in a timely fashion to the Fire Chief.
- Takes all orders and carries out all orders of a superior officer consistent with mission of the Clark County Fire Department.
- Trains in the response of hazardous materials and responds in the level he or she is trained for.
- Maintains the emergency medical technician certification, as well as any other certifications required by the State Fire Commission and the Clark County Fire Department.
- Develops thorough knowledge of the County road and lane system, as well as fire hydrant locations.
- All other duties assigned

#### MINIMUM REQUIREMENTS:

To become a Lieutenant, the firefighter shall have three (3) years of full time firefighting experience with at least two (2) years of full-time service with the Clark County Fire Department. Must maintain Ky EMT-B, have Required NIMS (100, 200, 700), BSAR, at least Awareness Level in Rope, Trench, Confined Space, and Swift Water Rescue, Hazardous Material Operations, and IFSAC Fire Officer 1 OR at least 3 of the following:

Preparing for Initial Company Operations (PICO)

Fire Cause/Arson Detection

Instructor 1

Leadership 1 OR Leadership in Supervision: Creating Environments for Professional Growth OR Perspectives in Thinking OR Frameworks to Success

Appointees must obtain all other minimum requirements within one (1) year of appointment.

(Page 1 of 2)

**KENTUCKY RETIREMENT SYSTEMS**

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**Form 7025**  
 Revised 09/2010

**Position Questionnaire****Instructions**

To petition the Board for approval of hazardous duty positions for KERS employees, complete Sections 1 and 3.

To petition for CERS employees with a CERS participation date prior to 9/1/2008, complete Sections 1 and 3.

To petition for CERS employees with a CERS participation date on or after 9/1/2008, complete Sections 2 and 3.

**Section 1: For KERS Employees or Employees With a CERS Participation Date Prior to September 1, 2008**Employer: CLARK COUNTY FISCAL COURTPosition Title: Firefighter III

Is this position required to have Peace Officer Professional Standards and Certification? ☐ Yes ☒ No

If no, is this position required to carry a firearm? ☐ Yes ☒ No

Does this position require active fire suppression or prevention? ☒ Yes ☐ No

**Section 2: For Employees With a CERS Participation Date On or After September 1, 2008**Employer: CLARK COUNTY FISCAL COURT

Position Title: \_\_\_\_\_

Please select the appropriate classification and answer all that are applicable.

☐ Police Officer

☐ Firefighter Does this position require active fire suppression? ☐ Yes ☐ No

☐ Paramedic

☐ Correctional Officer Does this position routinely require face to face contact with inmates? ☐ Yes ☐ No

☐ Other Specify: \_\_\_\_\_

Is this position required to have Peace Officer Professional Standards and Certification? ☐ Yes ☐ No

If no, is this position required to carry a firearm? ☐ Yes ☐ No

☐ Emergency Medical Technician (If this position is selected please complete the remainder of this page, if not skip to page 2.)

Does this position require frequent exposure to a high degree of danger or peril? ☐ Yes ☐ No

Does this position require a high degree of physical conditioning? ☐ Yes ☐ No

Are the employee's duties primarily clerical or administrative? ☐ Yes ☐ No

Position Duty: Clerical or Administrative (Complete only if EMT is selected):

Percentage of Time Spent: \_\_\_\_\_

Description of Duties:

Agency Head Signature: \_\_\_\_\_

Date: 4/19/21

Agency Head Title: \_\_\_\_\_

Judge/Executive

Page 1

(Page 2 of 2)

Employer: CLARK COUNTY FISCAL COURT

Position Title:

Firefighter III

**Section 3: For All Positions**

1. List the exact position title as it appears on your job description.
2. List the position's duties (i.e. training, field duties, etc.), the percentage of time spent performing each duty (percentages must equal 100% including the clerical/administrative duties on the first page (for EMT positions), and a description of each duty in the box provided.
3. BE AS DETAILED AS POSSIBLE. The Board of Trustees will use this document in determining if the position meets the definition of hazardous duty per KRS 61.592.

Position Duty: Emergency ResponsePercentage of Time Spent: 85%

Description of Duties:

- Participates in the suppression of fires
- Participates in rescue of victims from fires, vehicle accidents, farm machinery accidents, trench collapse, confined space emergencies, spill water and other entrapments
- Provides medical treatment for sick and injured persons.
- Participates in mitigating releases of hazardous materials and other chemicals

Position Duty: Training and PreventionPercentage of Time Spent: 15%

Description of Duties:

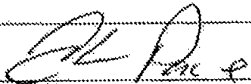
- Performs responsible assignments in fire prevention programs, pre-incident planning and public fire safety projects
- Attends training courses as directed.
- Continues to gain knowledge and learn new county roads, lanes and fire hydrants and other water sources.

Position Duty: \_\_\_\_\_

Percentage of Time Spent: \_\_\_\_\_

Description of Duties:

Agency Head Signature: \_\_\_\_\_



Date:

4/19/21

Agency Head Title: \_\_\_\_\_

Judge/Executive

Page 2

Job description: Firefighter III

Pg. 1/2

9. **CLASS TITLE: FIREFIGHTER III****CHARACTERISTICS OF THE CLASS:**

This is the senior level firefighter position requiring skills development and technical knowledge to establish firefighter proficiency at the Firefighter III level as prescribed in NFPA Standard 1001. This position requires demonstrated knowledge of modern firefighting techniques, fire prevention programs and departmental operations. Must demonstrate ability to operate fire apparatus, appliances and equipment. Participates in fire suppression activities and shows considerable initiative in performance of assigned duties. Is supervised by company and other superior officers. Works an assigned shift.

**EXAMPLES OF DUTIES:**

- Participates in emergency operations as experienced by member of a firefighting unit.
- Performs responsible assignments in fire prevention programs, pre-incident planning and public fire safety projects.
- Attends training courses as directed.
- Operates all fire department apparatus and equipment.
- Assists others in learning to operate fire department apparatus and equipment.
- Performs cleaning and maintenance chores including checking of assigned apparatus.
- Continues to gain knowledge and learn new county roads, lanes and fire hydrants and other water sources.
- Maintains physical fitness to stay prepared for emergencies.
- Must continue to meet training requirements for EMS and CPR.
- Develops ability to work without supervision.
- Responds to all emergency situations that are consistent with the overall mission of the CCFD.
- Trains to respond to Hazardous Materials incidents and acts according to level of training attained.
- Performs Basic Life Support on patients when necessary if trained as an EMT.
- Follows standard operating procedures approved by the department.
- Upon returning to station from a fire incident, reports to officer in charge for assignment to clean and return apparatus to service.
- While off duty, responds to station to stand by when necessary to provide fire protection to the citizens of Clark County.
- All other duties assigned

**MINIMUM QUALIFICATIONS:**

Training and Experience: Must have completed all requirements for Firefighter I and Firefighter II. Must continue to meet the requirements of Kentucky Revised Statutes for a

Job description: Firefighter III

pg. 2/2

firefighter. Must remain in excellent physical and mental condition and maintain a satisfactory driving record.

Special Knowledge, Skills and Abilities: Must have demonstrated ability to perform complicated apparatus and hose evolutions in timed trials. Must continue to maintain excellent physical condition. Can wear corrective lenses for vision impairment. Must possess mental resources to retain and utilize advanced technical training in hydraulics, building construction and supervisory techniques presented in lecture, demonstration and practical exercise presentations.

#### For All Fire Department Positions

##### Temporary Assignment

*When the need arises, through personnel assignments or a vacancy within the officer ranks, the Fire Chief or his designee has the authority to temporarily assign employees to a higher rank than their permanent rank until said need can be resolved. This temporary or "acting" duty will be compensated with stipend of \$1.00 per hour worked.*

##### Alternate Qualifications

*The Fire Chief with the permission of the Executive Authority may use his/her discretion whether to substitute other education for educational requirements and/or time of service, or to advertise for external applicants.*

All current full time Fire Department employees must become EMT certified and remain certified to be eligible for any step increases authorized by the "Pay Plan" in the Clark County Employee policy and Procedure Manual, or any promotion.

#### 10. CLASS TITLE: VOLUNTEER FIREFIGHTER

##### CHARACTERISTICS OF THE CLASS:

Under supervision of the Incident Commander and other officers, assists in performing firefighting and rescue operations when called into action.

##### EXAMPLES OF DUTIES:

Responds to fire alarms when requested by telephone or pager, while on scene follows direction of Incident Commander and other officers. Assists in deployment and operation of hose lines, raising and climbing ladders, participates in salvage and overhaul operations and assists in rescue and Hazardous Materials incidents when requested by the Incident Commander. Must know name and function of a wide variety of firefighting tools and equipment along with location on apparatus. Must know how to maintain firefighting and personal protective equipment of the Clark County Fire Department. Must wear all personal protection equipment issued by the

(Page 1 of 2)



# KENTUCKY RETIREMENT SYSTEMS

1280 Louisville Road • Frankfort, Kentucky 40601  
kyret.ky.gov • Phone: 502-696-8800 • Fax: 502-696-8822



Form 7025  
Revised 09/2010

## Position Questionnaire

### Instructions

To petition the Board for approval of hazardous duty positions for KERS employees, complete Sections 1 and 3.

To petition for CERS employees with a CERS participation date prior to 9/1/2008, complete Sections 1 and 3.

To petition for CERS employees with a CERS participation date on or after 9/1/2008, complete Sections 2 and 3.

### Section 1: For KERS Employees or Employees With a CERS Participation Date Prior to September 1, 2008

Employer: CITY OF OLIVE HILL

Position Title:

*Chief of Police*

Is this position required to have Peace Officer Professional Standards and Certification? ☒ Yes ☐ No

If no, is this position required to carry a firearm? ☐ Yes ☐ No

Does this position require active fire suppression or prevention? ☐ Yes ☒ No

### Section 2: For Employees With a CERS Participation Date On or After September 1, 2008

Employer: CITY OF OLIVE HILL

Position Title:

*Chief of Police*

Please select the appropriate classification and answer all that are applicable

☒ Police Officer

☐ Firefighter Does this position require active fire suppression? ☐ Yes ☐ No

☐ Paramedic

☐ Correctional Officer Does this position routinely require face to face contact with inmates? ☐ Yes ☐ No

☐ Other Specify: \_\_\_\_\_

Is this position required to have Peace Officer Professional Standards and Certification? ☐ Yes ☐ No

If no, is this position required to carry a firearm? ☐ Yes ☐ No

☐ Emergency Medical Technician (If this position is selected please complete the remainder of this page, if not skip to page 2.)

Does this position require frequent exposure to a high degree of danger or peril? ☐ Yes ☐ No

Does this position require a high degree of physical conditioning? ☐ Yes ☐ No

Are the employee's duties primarily clerical or administrative? ☐ Yes ☐ No

Position Duty: Clerical or Administrative (Complete only if EMT is selected):

Percentage of Time Spent: \_\_\_\_\_

Description of Duties:

Agency Head Signature:

*Jay Allen*

Date:

*4/12/21*

Agency Head Title:

*Mayor*

Page 1

(Page 2 of 2)

Employer: CITY OF OLIVE HILL

Position Title:

Chief of Police

**Section 3: For All Positions**

1. List the exact position title as it appears on your job description.
2. List the position's duties (i.e. training, field duties, etc.), the percentage of time spent performing each duty (percentages must equal 100% including the clerical/administrative duties on the first page (for EMT positions), and a description of each duty in the box provided.
3. BE AS DETAILED AS POSSIBLE. The Board of Trustees will use this document in determining if the position meets the definition of hazardous duty per KRS 61.582.

Position Duty:

Administration

Percentage of Time Spent:

10%

Description of Duties:

Planning, organizing, directing, coordinating,  
Mainstem officer qualifications

Position Duty:

Command &amp; Enforce laws

Percentage of Time Spent:

90%

Description of Duties:

Command officers  
Enforce laws that may require use of  
deadly force in performance of duty

Position Duty:

Percentage of Time Spent:

Description of Duties:

Agency Head Signature:

Mayor  
Guy Allen

Date:

1/12/21

Agency Head Title:

Page 2



# CITY OF OLIVE HILL

## Job Description – Chief of Police

Department: Police

Reports To: Mayor

### Job Summary

Under general direction of Mayor, the Chief of Police is an executive level management position responsible for planning, organizing, directing, coordinating, and participates in activities of the Police Department in the enforcement of law, ordinances, prevention of crime, and protection of life and property.

### Essential Functions

- Develop departmental policies, procedures, rules, and regulations.
- Develop department organizational structure in accordance with all applicable guidelines or restrictions.
- Responsible for short- and long-range planning in all areas associated with the functions of the Police Department.
- Ensuring adequate manpower, equipment, training, and supplies are available to accomplish established goals of local law enforcement programs.
- Projecting the annual and extended budgetary requirements for this department.
- Oversight of employee evaluations, employee disciplinary actions, and any public relations duties assigned by the Mayor.
- Review and recommend standards and procedures for new employees and internal promotion processes.
- Review and approve duty assignments and work schedules of all assigned employees.
- Prepare or direct various reports and communicate those reports to appropriate personnel.
- Direct and frequent contact with other federal, state, and local enforcement agencies, to ensure joint activities are coordinated.
- Maintain all Patrol Officer qualifications and abilities required by Kentucky Law Enforcement Council (KLEC), City of Olive Hill and City of Olive Hill Police Department.
- Thorough knowledge of modern policing principles, practice and techniques of crime, accident investigation and police administration.
- Conduct internal investigations of employees in a fair and equitable manner.
- Perform well under stress.
- Command officers and plan assign and supervise the work of others in a manner conducive to achieve full performance and establish or maintain high morale.
- Ability to enforce law, rules, and regulations firmly, tactfully, and impartially when dealing with the public.
- Maintain confidentiality.
- Management skill to recommend and administer discipline of civilian or sworn employees.

(Page 2 of 3)

- Professional attitude when reacting to stressful situations concerning the public.
- Public speaking ability to ensure public is cognizant of the Police Department's capabilities and limitations is important.
- Physical capable of subduing and placing into custody anyone violating the law or wanted by law enforcement agencies.
- Communicate clearly and comprehend communication of others.
- Maintain credibility and integrity as a senior-level manager and instill same in subordinates.
- Ability to monitor, evaluate and recommend department change to respond to community need.
- Total knowledge of city geographic characteristics, road locations, and interior layout of major buildings is necessary.
- Complete knowledge of all applicable federal, state, and local law as well as department policy and procedure.

#### Minimum Educational Requirements

- Graduate of an accredited high school or GED.

#### Minimum Qualifications

- Minimum of ten (10) years' law enforcement experience with minimum of five (5) years supervisory position with a Police Department.
- Successful graduate from the Kentucky Law Enforcement Academy or equivalent that recognized by the Kentucky Law Enforcement Council (as required by KRS Chapter 15.380).
- Complete 40 hours of KLEC-approved continuing education annually (as mandated by KRS Chapter 95.955).
- Able to read, write and speak English.
- Posses a valid motor vehicle operator license.
- Meet all job description changes within six (6) months.

#### Preferred Knowledge, Skills, and Abilities

- College level courses in management, business, or criminology.
- Computer skills and use of prescribed software programs.
- Ability to quickly assess any situation.

#### Work Environment

- Use of deadly force may be required in the performance of the duty of this position.
- The employee's duties require frequent exposure to a high degree of danger or peril and a high degree of physical conditioning.

#### Selection Guidelines and General Information

Formal applications; rating of education and experience; oral interview and reference check; job related tests may be required.

(Page 3 of 3)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

(Page 1 of 4)

**KENTUCKY RETIREMENT SYSTEMS**
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**Form 7025**  
 Revised 09/2010
**Position Questionnaire****Instructions**

To petition the Board for approval of hazardous duty positions for KERS employees, complete Sections 1 and 3.  
 To petition for CERS employees with a CERS participation date prior to 9/1/2008, complete Sections 1 and 3.  
 To petition for CERS employees with a CERS participation date on or after 9/1/2008, complete Sections 2 and 3.

**Section 1: For KERS Employees or Employees With a CERS Participation Date Prior to September 1, 2008**Employer: CITY OF OLIVE HILLPosition Title: Police OfficerIs this position required to have Peace Officer Professional Standards and Certification? ☒ Yes ☐ NoIf no, is this position required to carry a firearm? ☐ Yes ☐ NoDoes this position require active fire suppression or prevention? ☐ Yes ☐ No**Section 2: For Employees With a CERS Participation Date On or After September 1, 2008**Employer: CITY OF OLIVE HILLPosition Title: Police Officer

Please select the appropriate classification and answer all that are applicable.

☒ Police Officer☐ Firefighter Does this position require active fire suppression? ☐ Yes ☐ No☐ Paramedic☐ Correctional Officer Does this position routinely require face to face contact with inmates? ☐ Yes ☐ No☐ Other Specify: \_\_\_\_\_Is this position required to have Peace Officer Professional Standards and Certification? ☐ Yes ☐ NoIf no, is this position required to carry a firearm? ☐ Yes ☐ No☐ Emergency Medical Technician (If this position is selected please complete the remainder of this page, if not skip to page 2)Does this position require frequent exposure to a high degree of danger or peril? ☐ Yes ☐ NoDoes this position require a high degree of physical conditioning? ☐ Yes ☐ NoAre the employee's duties primarily clerical or administrative? ☐ Yes ☐ No

Position Duty: Clerical or Administrative (Complete only if EMT is selected):

Percentage of Time Spent: \_\_\_\_\_

Description of Duties:

Agency Head Signature: \_\_\_\_\_

Date: 4/12/21Agency Head Title: Mayor Jay Allen

Page 1

(Page 2 of 4)

Employer: CITY OF OLIVE HILL

Position Title:

*Police Officer***Section 3: For All Positions**

1. List the exact position title as it appears on your job description.
2. List the position's duties (i.e. training, field duties, etc.), the percentage of time spent performing each duty (percentages must equal 100% including the clerical/administrative duties on the first page (for EMT positions), and a description of each duty in the box provided.
3. BE AS DETAILED AS POSSIBLE. The Board of Trustees will use this document in determining if the position meets the definition of hazardous duty per KRS 61.592.

Position Duty: *Patrol + enforcement*Percentage of Time Spent: *95%*

Description of Duties:

*Patrols city  
Investigates complaints  
Arrests  
Traffic control  
More that may require deadly force*

Position Duty: *Training*Percentage of Time Spent: *5%*

Description of Duties:

*Participates in approved/required law enforcement training*

Position Duty: \_\_\_\_\_

Percentage of Time Spent: \_\_\_\_\_

Description of Duties:

\_\_\_\_\_

Agency Head Signature: \_\_\_\_\_

Date: *4/12/21*Agency Head Title: *Mayor*

Page 2

## **CITY OF OLIVE HILL**

### **Job Description – Police Officer**

**Department: Police**

**Reports To: Police Chief and or Superior Supervisor**

#### **Job Summary**

Under general direction of the Police Chief and or Superior Supervisor, performs all duties required in the enforcement of laws and ordinances, the prevention of crime, and the protections of life and property. Performs related work as required.

#### **Essential Functions**

- Patrols assigned areas of city in police vehicle or on foot.
- Investigates complaints and responds appropriately.
- Makes arrests and/or citations to persons on violation of state law or city ordinances.
- Serves court documents including warrants and subpoenas.
- Provides traffic control in connection with school crossings, accidents, inoperative electronic traffic control devices, fires, parades, and special events.
- At the scene of a crime or accident conducts preliminary investigations, gathers evidence, interviews witnesses, and makes arrests as appropriate.
- Takes prisoners to jail.
- Prepared required reports relating to crimes or accidents.
- Appears in court as required.
- Gives advise on laws and ordinances and general information to the public.
- Maintains order in crowds, parades, and public gatherings.
- Works with social services agencies and public schools as needed to accomplish program objectives.
- Participates in approved/required law enforcement training courses in modern police methods and procedures.

#### **Minimum Educational Requirements**

- Possess a minimum of a high school diploma or GED and three years of full-time work experience, or sixty (60) semester hours of credit from an accredited college or university, or be a high school graduate with at least two (2) years of active military duty or two (2) years of experience as a full-time, sworn law enforcement officer.

#### **Minimum Qualifications**

- A citizen of the United States.
- Of good moral character and in good health.
- Not less than twenty-one (21) years of age.

(Page 4 of 4)

- Possess a valid driver's license against which no more than six (6) driver demerit points have been assessed. You must submit a copy of a valid driver's license at time of application
- Not received a dishonorable or general discharge under other than honorable conditions.
- Not have certification as peace officer revoked in another state.

#### Preferred Knowledge, Skills, and Abilities

- College level courses in police administration/criminology.
- Computer skills and use of prescribed software programs.
- Ability to quickly assess any situation.

#### Work Environment

- Use of deadly force may be required in the performance of the duty of this position.
- The employee's duties require frequent exposure to a high degree of danger or peril and a high degree of physical conditioning.

#### Selection Guidelines and General Information

Formal applications; rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

(Page 1 of 2)

**KENTUCKY RETIREMENT SYSTEMS**1280 Louisville Road • Frankfort, Kentucky 40601  
kyret.ky.gov • Phone: 502-696-8800 • Fax: 502-696-8822**Form 7025**  
Revised 09/2019**Position Questionnaire****Instructions**

To petition the Board for approval of hazardous duty positions for KERS employees, complete Sections 1 and 3.

To petition for CERS employees with a CERS participation date prior to 9/1/2008, complete Sections 1 and 3.

To petition for CERS employees with a CERS participation date on or after 9/1/2008, complete Sections 2 and 3.

**Section 1: For KERS Employees or Employees With a CERS Participation Date Prior to September 1, 2008**Employer: CITY OF OLIVE HILLPosition Title: Police Sergeant/DetectiveIs this position required to have Peace Officer Professional Standards and Certification? ☒ Yes ☐ NoIf no, is this position required to carry a firearm? ☐ Yes ☐ NoDoes this position require active fire suppression or prevention? ☐ Yes ☐ No**Section 2: For Employees With a CERS Participation Date On or After September 1, 2008**Employer: CITY OF OLIVE HILLPosition Title: Police Sergeant/Detective

Please select the appropriate classification and answer all that are applicable.

☒ Police Officer☐ Firefighter Does this position require active fire suppression? ☐ Yes ☐ No☐ Paramedic☐ Correctional Officer Does this position routinely require face to face contact with inmates? ☐ Yes ☐ No☐ Other Specify: \_\_\_\_\_Is this position required to have Peace Officer Professional Standards and Certification? ☐ Yes ☐ NoIf no, is this position required to carry a firearm? ☐ Yes ☐ No☐ Emergency Medical Technician (If this position is selected please complete the remainder of this page, if not skip to page 2.)Does this position require frequent exposure to a high degree of danger or peril? ☐ Yes ☐ NoDoes this position require a high degree of physical conditioning? ☐ Yes ☐ NoAre the employee's duties primarily clerical or administrative? ☐ Yes ☐ No

Position Duty: Clerical or Administrative (Complete only if EMT is selected):

Percentage of Time Spent: \_\_\_\_\_

Description of Duties:

Agency Head Signature: Jay AllenDate: 4/12/21Agency Head Title: Mayor

Page 1



(Page 2 of 2)

Employer: CITY OF OLIVE HILL

Position Title:

*Police Sergeant/Detective***Section 3: For All Positions**

1. List the exact position title as it appears on your job description.
2. List the position's duties (i.e. training, field duties, etc.), the percentage of time spent performing each duty (percentages must equal 100% including the clerical/administrative duties on the first page (for EMT positions), and a description of each duty in the box provided.
3. BE AS DETAILED AS POSSIBLE. The Board of Trustees will use this document in determining if the position meets the definition of hazardous duty per KRS 61.592.

Position Duty:

*Administration*

Percentage of Time Spent:

*5%*

Description of Duties:

*Supervise  
Arrange schedules*

Position Duty:

*Law enforcement*

Percentage of Time Spent:

*95%*

Description of Duties:

*Analyzes situations/problems  
Enforce laws in situations that may require  
use of deadly force  
Arrests*

Position Duty:

Percentage of Time Spent:

Description of Duties:

Agency Head Signature:

*Jim Allen*

Date:

*4/12/21*

Agency Head Title:

*Mayer*

Page 2

## CITY OF OLIVE HILL

### Job Description – Police Sergeant/Detective

Department: Police

Reports To: Police Chief/Police Captain

#### Job Summary

Under general direction of the Police Chief or other superior officers, performs all duties required in the enforcement of laws and ordinances, the prevention of crime and the protection of life and property. Serves as shift supervisor for police officers of lower rank. Performs related work as required.

#### Essential Functions

- Supervises the activities of subordinates.
- Arranges work schedules of assigned staff to cover shifts twenty-four hours per day.
- Analyzes reports prepared and submitted by subordinates for accuracy, completeness, essential elements, fundamental soundness, and substantiation of action taken.
- Analyzes difficult situations or problems presented by subordinate staff and recommends action to be taken or appropriate method or procedures to use.
- Analyzes activity reports to determine levels of performance or need for corrective action.
- Attends supervisory staff meetings; gives and receives information; participates in problem solving; recommends policy changes and program development to superiors.
- Knowledge of supervisory practices and principles.
- Knowledge of law enforcement practices and procedures and applicable laws, rules, and regulations.
- Skill in applying laws, rules, and regulations.
- Skills in analytical, objective observance of situations and quick decision making.
- Skill in managing situations firmly, courteously, tactfully, and impartially.
- Performing the duties of a police officer and assisting with special projects.

#### Additional Essential Functions - Detective

- Performs comprehensive investigations of criminal offenses.
- Visits crime scenes, identifies and preserves all evidence, performs appropriate follow up investigations.
- Performs surveillance of individuals suspected of crimes.
- Makes arrests and/or issues citations to persons on violation of state laws or city ordinances.
- Required reports relating to investigations.
- Appears in court as required.
- Participates in approved/required law enforcement training courses in modern methods and procedures.

#### Minimum Educational Requirements

- ♦ Graduate of an accredited high school or GED.

#### Minimum Qualifications

- ♦ Minimum of three (3) years' law enforcement experience.
- ♦ Successfully graduated from the Kentucky Law Enforcement Academy or equivalent that recognized by the Kentucky Law Enforcement Council (as required by KRS Chapter 15.382).
- ♦ Complete 40 hours of KLEC-approved continuing education annually (mandated by KRS 95.955).
- ♦ Able to read, write and speak English.
- ♦ Possess a valid motor vehicle operator license.
- ♦ Meet all job description changes within six (6) months.

#### Preferred Knowledge, Skills, and Abilities

- ♦ College level courses in management, business, or criminology.
- ♦ Computer skills and use of prescribed software programs.
- ♦ Ability to quickly assess any situation.

#### Work Environment

- ♦ Use of deadly force may be required in the performance of the duty of this position.
- ♦ The employee's duties require frequent exposure to a high degree of danger or peril and a high degree of physical conditioning.

#### Selection Guidelines and General Information

Formal applications; rating of education and experience; oral interview and reference check; job related tests may be required.

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(Page 1 of 2)



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**Form 7025**  
 Revised 09/2010

## Position Questionnaire

### Instructions

- To petition the Board for approval of hazardous duty positions for KERS employees, complete Sections 1 and 3.
- To petition for CERS employees with a CERS participation date prior to 9/1/2008, complete Sections 1 and 3.
- To petition for CERS employees with a CERS participation date on or after 9/1/2008, complete Sections 2 and 3.

### Section 1: For KERS Employees or Employees With a CERS Participation Date Prior to September 1, 2008

Employer: CITY OF OLIVE HILL

Position Title: Assistant Chief of Police

Is this position required to have Peace Officer Professional Standards and Certification? ☒ Yes ☐ No

If no, is this position required to carry a firearm? ☐ Yes ☐ No

Does this position require active fire suppression or prevention? ☐ Yes ☐ No

### Section 2: For Employees With a CERS Participation Date On or After September 1, 2008

Employer: CITY OF OLIVE HILL

Position Title: Assistant Chief of Police

Please select the appropriate classification and answer all that are applicable.

☒ Police Officer

☐ Firefighter Does this position require active fire suppression? ☐ Yes ☐ No

☐ Paramedic

☐ Correctional Officer Does this position routinely require face to face contact with inmates? ☐ Yes ☐ No

☐ Other Specify: \_\_\_\_\_

Is this position required to have Peace Officer Professional Standards and Certification? ☐ Yes ☐ No

If no, is this position required to carry a firearm? ☐ Yes ☐ No

☐ Emergency Medical Technician (If this position is selected please complete the remainder of this page, if not skip to page 2.)

Does this position require frequent exposure to a high degree of danger or peril? ☐ Yes ☐ No

Does this position require a high degree of physical conditioning? ☐ Yes ☐ No

Are the employee's duties primarily clerical or administrative? ☐ Yes ☐ No

Position Duty: Clerical or Administrative (Complete only if EMT is selected):

Percentage of Time Spent: \_\_\_\_\_

Description of Duties:

Agency Head Signature: \_\_\_\_\_

Date: 4/12/21

Agency Head Title: Mayor

Page 1

(Page 2 of 2)

Employer: CITY OF OLIVE HILL

Position Title:

*Assistant Chief of Police***Section 3: For All Positions**

1. List the exact position title as it appears on your job description.
2. List the position's duties (i.e. training, field duties, etc.), the percentage of time spent performing each duty (percentages must equal 100% including the clerical/administrative duties on the first page (for EMT positions), and a description of each duty in the box provided.
3. BE AS DETAILED AS POSSIBLE. The Board of Trustees will use this document in determining if the position meets the definition of hazardous duty per KRS 61.592.

Position Duty:

*Administration*

Percentage of Time Spent:

*10%*

Description of Duties:

*Assists planning, organizing, directing department  
Prepares work schedules*

Position Duty:

*Law Enforcement*

Percentage of Time Spent:

*90%*

Description of Duties:

*Patrols city  
Enforces laws that may require use of  
deadly force*

Position Duty:

Percentage of Time Spent:

Description of Duties:

Agency Head Signature:

*Irving Chen*

Date:

*4/12/21*

Agency Head Title:

*Mayer*

Page 2

# CITY OF OLIVE HILL

## Job Description – Assistant Chief of Police

Department: Police

Reports To: Chief of Police

### Job Summary

Under general direction of the Police Chief, supervises and provides assistance as required to ensure all activities and responsibilities of the Police Department are properly performed. Serves as departmental supervisor in the absence of the Police Chief. Performs related work as required.

### Essential Functions

- Assists in planning, organizing, directing, coordinating, and evaluating the activities and programs of the Police Department.
- Patrols city to ensure proper law enforcement.
- Provides input as requested in the formulation of departmental policies and procedures, rules, and regulations.
- Assists in the preparation of work schedules. Supervises subordinate officers and employees, provides input on departmental evaluation of employees.
- Prepares memoranda and reports on activities of the department as required.
- Maintains necessary working knowledge of all laws, official opinions, and guidelines, which impact the department.
- Participates in approved/required law enforcement training courses and ensures that recruits and regular officers receive and necessary training in modern police methods and procedures.
- Compiles information for and writes periodic statistical reports on work unit activities and submits to supervisor.
- Investigates complaints against staff to satisfaction of all parties; recommends action to be taken.
- Supervising and guiding subordinate staff on the performance of their duties.
- Handling personnel issues and investigating allegations of misconduct.
- Educating staff about regulatory changes and new police technology or methods.
- Preparing reports, maintaining logs, and ensuring the upkeep of departmental records.
- Performing the duties of a police officer and assisting with special projects.
- Enforcing strict adherence to policies and procedures.
- Participating in community activities and public presentations.

### Minimum Educational Requirements

- Graduate of an accredited high school or GED.

### Minimum Qualifications

(Page 2 of 2)

- Minimum of seven (7) years' law enforcement experience with minimum of three (3) years supervisory position with a Police Department.
- Successful graduate from the Kentucky Law Enforcement Academy or equivalent that recognized by the Kentucky Law Enforcement Council (as required by KRS Chapter 15.380).
- Complete 40 hours of KLEC-approved continuing education annually (as mandated by KRS 95.955).
- Able to read, write and speak English.
- Possess a valid motor vehicle operator license.
- Meet all job description changes within six (6) months.

Preferred Knowledge, Skills, and Abilities

- College level courses in management, business, or criminology.
- Computer skills and use of prescribed software programs.
- Ability to quickly assess any situation.

Work Environment

- Use of deadly force may be required in the performance of the duty of this position.
- The employee's duties require frequent exposure to a high degree of danger or peril and a high degree of physical conditioning.

Selection Guidelines and General Information

Formal applications; rating of education and experience; oral interview and reference check; job related tests may be required.

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(Page 1 of 2)



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**Form 7025**  
 Revised 09/2010

### Position Questionnaire

#### Instructions

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 To petition for CERS employees with a CERS participation date on or after 9/1/2008, complete Sections 2 and 3.

#### Section 1: For KERS Employees or Employees With a CERS Participation Date Prior to September 1, 2008

Employer: PULASKI COUNTY FISCAL COURT

Position Title: Sheriff

**Already approved for  
pre-9/1/08.**

Is this position required to have Peace Officer Professional Standards and Certification? ☐ Yes ☒ No

If no, is this position required to carry a firearm? ☒ Yes ☐ No

Does this position require active fire suppression or prevention? ☐ Yes ☒ No

#### Section 2: For Employees With a CERS Participation Date On or After September 1, 2008

Employer: PULASKI COUNTY FISCAL COURT

Position Title: Sheriff

Please select the appropriate classification and answer all that are applicable.

☒ Police Officer

☐ Firefighter Does this position require active fire suppression? ☐ Yes ☐ No

☐ Paramedic

☐ Correctional Officer Does this position routinely require face to face contact with inmates? ☐ Yes ☐ No

☐ Other Specify: \_\_\_\_\_

Is this position required to have Peace Officer Professional Standards and Certification? ☐ Yes ☒ No

If no, is this position required to carry a firearm? ☒ Yes ☐ No

☐ Emergency Medical Technician (If this position is selected please complete the remainder of this page; if not skip to page 2.)

Does this position require frequent exposure to a high degree of danger or peril? ☐ Yes ☐ No

Does this position require a high degree of physical conditioning? ☐ Yes ☐ No

Are the employee's duties primarily clerical or administrative? ☐ Yes ☐ No

Position Duty: Clerical or Administrative (Complete only if EMT is selected):

Percentage of Time Spent: 0

Description of Duties:

Agency Head Signature: \_\_\_\_\_

Date: 4/19/21

Agency Head Title: Pulaski County Judge Executive

Page 1



(Page 2 of 2)

Employer: PULASKI COUNTY FISCAL COURT

Position Title: Sheriff

**Section 3: For All Positions**

1. List the exact position title as it appears on your job description.
2. List the position's duties (i.e. training, field duties, etc.), the percentage of time spent performing each duty (percentages must equal 100% including the clerical/administrative duties on the first page (for EMT positions), and a description of each duty in the box provided.
3. BE AS DETAILED AS POSSIBLE. The Board of Trustees will use this document in determining if the position meets the definition of hazardous duty per KRS 61.592.

Position Duty: Patrol

Percentage of Time Spent: 80%

Description of Duties:

Deter, prevent and detect criminal activity.  
 Prevention of motor vehicle violations.  
 Transporting prisoners both in state and out of state, to and from court.  
 Testify in criminal case before Circuit and District Court.  
 Answer calls requiring the presence of law enforcement to include crimes in progress, vehicle crashes, suspicious persons and domestic calls.  
 Affect arrest, forcibly if necessary.  
 Subdue resisting subjects using hands and feet while employing defensive tactic maneuvers or deadly weapons.  
 Perform searches of persons.

Position Duty: Administrative Duties

Percentage of Time Spent: 20%

Description of Duties:

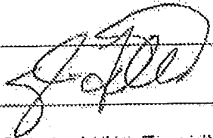
Develops, Implements, Interprets and Enforces policies and procedures related to Law Enforcement service.  
 Directs and supervises operational and administrative activities in the Sheriff's Office.  
 Attends monthly Fiscal Court meetings.  
 Submits annual budget to Fiscal Court for approval.

Position Duty:

Percentage of Time Spent:

Description of Duties:

Agency Head Signature:



Date:

4/19/21

Agency Head Title: Pulaski County Judge Executive

Page 2

(Page 1 of 2)



CHIEF DEPUTY  
MAJOR JEFF HANCOCK

## SHERIFF GREG SPECK PULASKI COUNTY SHERIFF'S OFFICE

P.O. BOX 752 • SOMERSET, KY 42502  
PHONE 606-678-5145 • FAX 606-679-3119



PATROL CAPTAIN  
TROY MCCLIN

April 1, 2021

Kentucky Retirement System  
Perimeter Park West  
1260 Louisville Rd  
Frankfort, KY. 40601-6124

Re: Duties of a Sheriff

Dear Sirs:

The duties of a Sheriff with the Pulaski County Sheriff's Office include, but are not limited to:

- Affect an arrest, forcibly if necessary.
- Subdue resisting subjects using hands and feet while employing defensive tactic maneuvers, or approved non-lethal weapons.
- Pursue fleeing suspects on foot both day and night in unfamiliar terrain.
- Use bodily force to gain entrance through barriers to search and seize, investigate and/or rescue.
- Perform searches of persons.
- Climb over obstacles, through openings, jump down from elevated surfaces, jump over obstacles, ditches and streams.
- Crawl in confined areas to pursue, search, investigate and/or rescue.
- Conduct searches of buildings and large outdoor areas.
- Perform tasks which require lifting, carrying, or dragging people or heavy objects while performing arrest, rescue or general patrol functions.
- Communicate verbally and effectively by listening to people and by giving information, directions and commands.
- Conduct visual and audio surveillance for extended periods of time.
- Operate emergency vehicle during both the day and night in pursuit situations involving speeds in excess of posted limits while exercising due care and caution, in exception to traffic control devices and in congested traffic, unsafe road conditions and environmental conditions.
- Load, unload, aim and fire handguns, shotguns, and other agency firearms from a variety of body positions in situations that justify the use of deadly force while maintaining emotional control under extreme stress.
- Perform a variety of public assistance activities. Exercise independent judgement within legal guidelines.
- Collect and store evidence.
- Deter, prevent and detect criminal activity.
- Prevention of motor vehicle violations.




(Page 2 of 2)

- Transport prisoners both in state and out of state and also to and from court.
- Testify in criminal cases before Circuit and District Court.
- Answer calls requiring the presence of law enforcement to include crimes in progress, vehicle crashes, suspicious persons and domestic calls.
- Develop, implement, interpret and enforce policies and procedures related to Law Enforcement.
- Direct and supervise operational and administrative activities in the Sheriff's Office.
- Attend monthly Fiscal Court meetings.
- Submit annual budget and yearly reports to Fiscal Court for approval.

If you have any questions regarding this list, please contact our office at 606-678-5145.

Sincerely,



Greg Speck  
Pulaski County Sheriff